

Surrey Wheels for All Co-ordinator

Period of Project – April 2018 – March 2021

Regions of Operations

Across the county of Surrey using a number of established Wheels for All bases, with the opportunity to take inclusive cycling opportunities to new people and communities across the county.

Part time role for approx. Hours – 16 hours per week - a FTE of £16,120.00

Job Description

SERVICE: Wheels for All – Inclusive Cycling **Development & Delivery**

Job Title: Surrey Wheels for All Coordinator

Responsible for: the delivery of good quality and well received inclusive cycling sessions for people of all abilities. Responsible for Wheels for all participants, volunteers and the creation of partnerships bringing people, organisations and services together through the Wheels for All initiative

Bringing cycling opportunities to children, adults and the elderly regardless of their ability. Focusing on giving people with disabilities opportunities and choice to cycle throughout Surrey – as well as, supporting their carers, family members and friends to participate and support the activities.

Location(s) Based across the county of Surrey with focus locations in Epsom, Woking and Leatherhead.

Wheels for All activities will be at specific locations including community clubs, athletics tracks, parks and cycle greenways.

With a number of outreach community engagement days throughout the year – bringing Wheels for All to new places and people.

Job Summary/ Main Purpose

Purpose of Job:

1. To co-ordinate the Wheels for All program across the East / West region of Surrey / Leatherhead with a focus on regular engagement with children, adult services and young.
2. To generate interest of the Wheels for all initiative and then to embrace all communities who come forward to participate and support the programme.
3. To deliver regular Wheels for All activities based on need and demand for the communities across the county of Surrey
4. To demonstrate effective community engagement by embracing everybody through the Wheels for All initiative and to lead the project and become a viable and sustainable community asset through working closely with a range of key partners.
5. The post-holder will oversee the management and coordination of the Wheels for All project including sessional development, fundraising strategy, communications and marketing, contract monitoring, recruitment and management of volunteers and to be responsible for health and safety.
6. To ensure that the delivery of Wheels for All's social mission is delivered and that the project reaches disadvantaged children, young people, adults and the elderly on a regular basis from across Surrey.
7. To liaise with other partners related to all ability engagement through the cycling initiatives based across the county as a whole.
8. To create an effective steering group Surrey Wheels for All that has a two-layer approach – strategic for partnership support and delivery level with input from participants and their families/friends.
9. To generally promote the project and raise the overall project profile across the authority with support from the steering group.
10. To act as a support mechanism to existing participants of the service to ensure their long-term commitment to the initiative.
11. To give advice and guidance on the use of cycles and support equipment for clients who will have regular access to the programme.

12. To create a membership structure mechanism that allows individuals, families, groups and corporate organisations to sign up to support the development of the programmes over the forthcoming years.
13. To identify new and existing funding opportunities ensuring a sustainable legacy for the project.

Key responsibilities:

1. To lead the delivery and development of Wheels for All activities across the county of Surrey.
2. To co-ordinate and implement a regular bookings process for the Wheels for All service.
3. To offer regular training opportunities for those that regularly attend the Wheels for All sessions and to recognise and recruit people to attend the Wheels for All training (parents, carers, SEN teachers and volunteers)
4. To lead on the governance and quality control of the delivery of inclusive cycle activities.
5. To assist with the recruitment and retention, of individuals onto regular Wheels for All activities
6. To identify and recruit the appropriate volunteers for the delivery and development of the Surrey Wheels for All programme
7. To support the marketing activities of Surrey County Council children's services Wheels for All programme, including leaflet distribution, poster campaigns and through attending promotional events.
8. To ensure that beneficiary documentation is completed and processed in accordance with the steering group requirements and to maintain and develop a database of recipients who have accessed the project.
9. To support and comply with the Cycling Projects Policy for the management of Health and Safety.
10. To participate in team objectives and to ensure the effective and efficient implementation of organisational policies and the achievement of Wheels for All objectives.

11. To enable the delivery of regular inclusive cycling sessions, leading to progression and improvements for an individual's physical, mental and social well-being and to ensure the service is enthusiastically received by participants, families, carers and partner organisations.
12. To recognise the needs of the communities and ensure that equal opportunity and health and safety issues are identified and addressed effectively

Principal Duties

1. To contribute significantly to the strengthening of relationships and partnerships, and in the formation of new ones, through effective communication and interpersonal skills. This will involve continuously assessing community need, through consultation, reviews and feedback opportunities.
2. To be proactive and innovative in generating opportunities and project ideas on behalf of the Surrey Wheels for All programme. Some of the key areas of work will include; development of positive activities for children and young people and adults and health and wellbeing projects to narrow the inequality gap.
3. Formulate detailed inclusive cycling interventions including identifying key milestones and performance measures as well as appropriate exit routes, assessing the impact the project will have on users across the county of Surrey.
4. To organise and facilitate regular meeting of the Surrey Wheels for All Steering Group and User Group
5. To ensure safe recruitment of all staff and volunteers, that they all receive appropriate training, support and supervision, and that their views and aspirations influenced into future project plans.
6. To monitor progress and evaluate the outcomes of the Surrey Wheels for All ensuring that the Steering Group, Friends group and project stakeholders and funders are kept informed, including reporting of any breaches of regulations
7. Contribute to the formulation of sustainability plans and funding bids in order to secure resources for the long term.
8. To lead on effective communication and marketing including social media to promote the project to existing and potential users, stakeholders and the public.

Qualifications and Experience

Essential

- a. Educated to degree level or relevant experience within an access, social care, sports development, transport or community sports development setting.
- b. Self-discipline with the ability to use own initiative and work autonomously with minimum supervision and as part of a multi-disciplinary team.
- c. Used to working to deadlines and able to work calmly and efficiently under pressure
- d. Up to date training in child protection and a good understanding of safeguarding issues in project development.
- e. Knowledge and experience of transport, social care, play, community development and Health and Well-being initiatives.
- f. Knowledge and experience of project management and preparing and supporting funding applications
- g. Ability to interpret and present statistical information.
- h. Excellent presentation and communication skills – both written and oral
- i. Problem solving and organisation skills and able to work as part of a team
- j. Negotiating and influencing skills
- k. Good IT skills and ability to set up administrative and organisational systems, which support the project.
- l. Current First Aid training.

Desirable

- a) Experience of working with disabled children, adults the elderly and families.
- b) Experience of delegation to a team of staff
- c) Understanding of supporting volunteers
- d) Experience of working in a multi-agency context.
- e) To hold a full driver's license and have some experience in driving vans

Physical Effort

Working hours are flexible and varied in accordance with the requirements of the Surrey Wheels for All delivery service, with a requirement to work and/or attend meetings or events outside of normal office hours

The post holder will be expected to undertake bending, stretching and lifting in the course of their duties when necessary e.g. preparing the bikes, assisting and engaging with children, adults and the elderly. There may be an increased level of physical effort required for children with personal or specialist needs.

Working Environment

The post holder will be based within an office environment and they will be expected to work outside visiting and delivering Wheels for All cycling sessions regularly. They may need to work outside in inclement weather conditions on occasion.

General

To undertake such other duties and responsibilities as identified by the programme and are commensurate with the level of the post.

The Job Description only contains the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out.

The post holder will be expected to undertake any appropriate training provided by Cycling Projects.

The post holder will be expected to contribute to the protection of children and vulnerable adults as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

Cycling Projects staff are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Satisfactory Disclosure and Barring Service checks are required for this post prior to commencement.

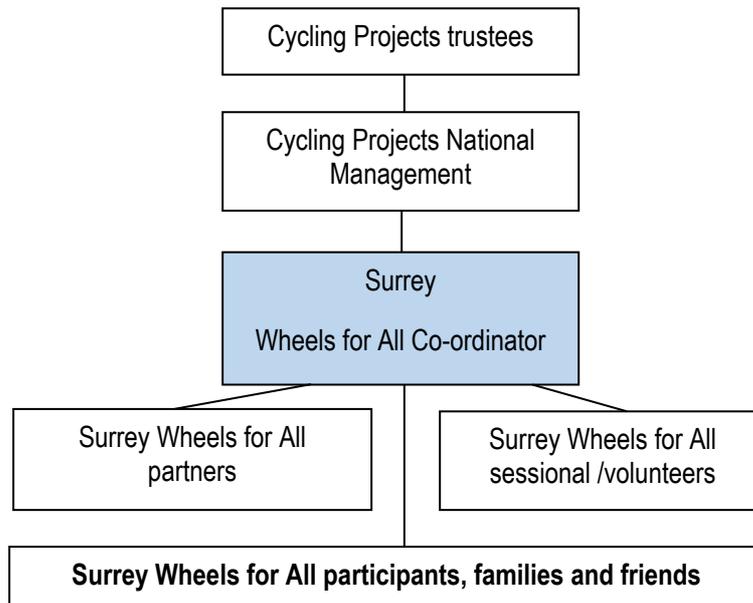
Driving Licence

The post holder should possess a current driving licence or must have sufficient mobility to satisfy the demands of the job

Availability

The post holder should be available to work outside normal office hours. They will be expected to respond appropriately in the event of emergencies arising at any time.

Suggested Organisational Chart



Contacts/Partnerships

- SEN schools and colleges across Surrey
- Children's services
- Adult Services
- Surrey Play and Leisure Consortium
- Active Surrey
- Disability Support groups
- Carers support groups
- Public Health departments
- District Council
- Cycling clubs across Surrey
- Business and Industry (Corporate Social Responsibility opportunities)

SPECIAL NOTE:

This job description does not form part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

This job description is not a complete list of duties, but is intended to give a general indication of the range of work undertaken. It will vary over time as demands and priorities change within the season and as the need for the project grows each year.

Competency Person Specification.

Post Title: Surrey Wheels for All Coordinator		Post no.
Requirements	Essential Evidence of:	Desirable Evidence of:
1. Functional competency requirements for the job:	<ul style="list-style-type: none"> ▪ Knowledge and experience of sport and active lifestyles ▪ Excellent presentation and communication skills – both written and oral ▪ Problem solving and Organisational skills ▪ Self discipline with the ability use own initiative and work autonomously with minimum supervision and as part of a multi-disciplinary team. ▪ Used to working to deadlines and able to work calmly and efficiently under pressure ▪ Track record for delivering projects and meeting targets 	<ul style="list-style-type: none"> ▪ Knowledge and experience of project management ▪ Negotiating and influencing skills
2. Behavioral competencies:	<ul style="list-style-type: none"> ▪ You set a good example by doing the right thing, acting in an assured and unhesitating manner ▪ You take responsibility for straightforward decisions and seek advice for difficult ones ▪ You monitor and review progress against targets ▪ You are aware of the health and safety policies for the charity 	<ul style="list-style-type: none"> ▪ Identify and make sense of conflicting and complex data
3. Other requirements:	<ul style="list-style-type: none"> ▪ The post holder should possess a current driving license or must have sufficient mobility to satisfy the demands of the job ▪ Good IT skills, particularly Microsoft Office 	<ul style="list-style-type: none"> ▪ Educated to degree level or relevant experience within a sport and active lifestyle environment
4. Any job relevant information that needs to be considered:	<p>As the post requires a collaborative approach to working and is responsive to needs a variety of working locations will be required in line with flexible working arrangements</p> <ul style="list-style-type: none"> ▪ The post holder should be available to work outside normal office hours and occasional weekends. 	