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Parkride sessional staff

Covering regions:) Regular delivery across Sutton Coldfield and Birmingham with occasional delivery opportunities in other parts of the West Midlands.

Part time hours to support the delivery of the Parkride and Wheels for All programmes across the specific West Midlands regions

Including weekday, evening and weekday sessional. Approx.no. of hours between 5 and 12 hours per week. Sessional rate between £8.50 and £9.25 per hour (tbc).

SERVICE: Inclusive Cycling Delivery

Job/roles Title: Sessional staff for Cycling Projects delivering Parkride and Wheels for All activities

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 Parkride and Wheels for All initiatives

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

Location(s) Based across the regions of Sutton Coldfield, Birmingham and Coventry.

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 deliver regular inclusive cycling activities at the available locations in across Sutton Coldfield, Birmingham and Coventry.
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 Parkride and Wheels for All activities based on need and demand for the communities across the regions of Sutton Coldfield, Birmingham and Coventry.
4. To demonstrate effective community engagement by embracing everybody through the Parkride and Wheels for All initiative and to clo work closely with a range of key partners.
5. To oversee the delivery of Parkride and Wheels for All activities including ensuring all sessions are well received by participants and their partner organisations.
6. To be responsible for the health and safety of all sessions including risk assessment of routes, cycles, facilities and participants.
7. To ensure that the delivery of Parkride's social mission is delivered and that the project reaches disadvantaged children, young people, adults and the elderly on a regular basis from across the delivery region.
8. To liaise with other partners related to all ability engagement through the cycling initiatives based across the region as a whole.
9. To 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 be ready to be involved when called upon to assist with funding opportunities for the Parkride and Wheels for All programmes

Key responsibilities:

1. To lead the delivery of Parkride and Wheels for All activities at specific locations across the West Midlands.
2. To implement a regular bookings process for the inclusive cycling service.
3. To offer regular training opportunities for those that regularly attend the inclusive cycling sessions and to recognise and recruit people to attend the Wheels for All training (parents, carers, SEN teachers and volunteers)
4. To support the governance and quality control of the delivery of inclusive cycle activities.
5. To assist with the recruitment and retention, of individuals onto regular Parkride activities and then shaping appropriate pathways for progression
6. To identify and recruit the appropriate volunteers for the delivery and development of the Parkride programme
7. To support the marketing activities of Midland Mencap and the Parkride 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 the Parkride and 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. To ensure participants, families, carers and partner organisations enthusiastically receive the service.
12. To recognise the needs of the communities and ensure that equal opportunity and health and safety issues are identified and addressed effectively

Principal Sessional Worker Duties

1. To continuously assess community need, through consultation, reviews and feedback opportunities for the Parkride and Wheels for All service
2. To be part of a proactive and innovative team supporting the delivery of Parkride (Midland Mencap) and with its other key staff based at either head office (Warrington) or at different locations around the country.
3. To be involved with regular meetings of the Parkride programme with participants and partners
4. 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.
5. To be involved in the communication and marketing including social media to promote the project to existing and potential users, stakeholders and the public.

Essential	Desirable
A. Self-discipline with the ability to use own initiative and work autonomously with minimum supervision and as part of a multi-disciplinary team.	A. Experience of working with disabled children, adults the elderly and families.
B. Negotiating and influencing skills	B. Experience of working in a multi-agency context.
C. Knowledge and experience of transport, social care, play, community development and Health and Well-being initiatives.	C. Understanding and giving effective support to volunteers of supporters
D. Ability to engage with a broad range of the community and deliver an effective inclusive cycling programme.	E. Problem solving and organisation skills and able to work as part of a team
	F. To hold a full driver's license and have some experience in driving vans
	G. Up to date training in child protection and a good understanding of safeguarding issues in project development.

Physical Effort

Working hours are flexible and varied in accordance with the requirements of the Midland Mencap Parkride 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

Sessional staff will be expected to work outside visiting and delivering Parkride and Wheels for All cycling sessions regularly. Sessional staff 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 sessional staff position.

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.

Sessional staff will 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, promoting the welfare of children & young people and expects all staff and vols to share this commitment.

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 weekends and evenings, also though holiday time as part of the inclusive cycling offer for the West Midlands region.

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.