

South Yorkshire Combined Authority Regional Wheels for All Co-ordinator

Covering the South Yorkshire region

From August 2020 to August 2021 *Initially a 1-year post (the possibility of a 12-month extension)*

28 hours a week / FTE of £20000

Title: South Yorkshire Combined Authority Regional Wheels for All Co-ordinator

Introduction

Working alongside partners at Sheffield City Region, the aim for this role is to determine a thorough understanding of the inclusive cycling landscape across the South Yorkshire region, which includes Sheffield, Doncaster, Rotherham and Barnsley.

This will focus on understanding existing inclusive cycling provision and also recognise potential new opportunities and drive forward momentum for inclusive cycling activities for people of all abilities. Existing inclusive cycling provision across the region is not balanced or consistent across the four districts and there is no co-ordinated standard or expectation.

The aim for the South Yorkshire Wheels for All offer is to identify inclusive cycling opportunities through partnership work on a local and regional level, ultimately ensuring there are choices for disabled people to cycle freely on their terms in their local regions.

Supporting the vision of Sheffield City Region

The vision of the active travel commissioner is to create a comprehensive SCR network that makes active travel the obvious first choice for transport.

Underlying this is a set of principles:

- Infrastructure will align to high-standard guidelines for active travel;
- There will be an initial focus on replacing short car journeys with active travel;
- Design will be inclusive for all physical and cognitive abilities, and ages.

The Covid pandemic

Currently restrictions due to COVID-19 have meant that any existing inclusive cycling provision has been stopped or access is restricted. Initially this may mean a smaller groups of participants through booked in service following a set of COVID-19 procedures. Less people will actually mean longer activity time for the participants, and therefore more opportunities to bring skills, training and knowledge to the individual and then the ultimate outcomes is they continue to weave cycling into lifestyle for the long term.

It does also, potentially create possibilities for disabled people to cycle from their front door and to complete a journey on their terms. Positive discussions with various disability support groups who have expressed a need to create an inclusive cycling offer for the people in their care. In many cases vulnerable people are becoming even more isolated through the pandemic, pressures and concerns are mounting for many peoples as they tackle mental health issues concerned with their clients and their communities, and cycling packages to meet their needs can be part of the solution.

We truly believe that there will be strong opportunities to work with organisations who are considering cycling as a credible form of activity for their care for, wanting to create a long lasting cycle culture within their settings.

Key Components

The key components to support the successful development of the South Yorkshire Combined Authority Wheels for All programme in a post COVID-19 landscape will include –

- Partnership building with a broad range of existing and potential new partners.
- Understanding the need and demand from participants and partner organisations.
- Taking the activities to the communities and identifying a base for regular activities.
- Sourcing appropriate adapted cycles & equipment through various fundraising or funding application opportunities.
- Inclusive Wheels for All activity training.
- To initially support the start of inclusive cycling delivery in various locations.
- Supporting the creation of sustainability models, ensuring longevity of the project.

Outcomes for the Programme

It is expected that by the end of the South Yorkshire Wheels for All programme there will be sustainable inclusive cycling hubs in Rotherham, Barnsley, Doncaster and Sheffield. Each hub will continue to expand its reach by serving community members for years to come by offering cycling on their own terms.

Post holder will be Responsible for:

- An ongoing review of inclusive cycling opportunities across Sheffield city region.
- The creation of a thorough audit of existing inclusive cycling activities.

- The delivery of good quality and well received inclusive cycling sessions for people of all abilities.
- Wherever possible help kick start a regular offer of activities to meet the needs and requirements of all community members.
- The creation of cross departmental partnerships bringing together transport, leisure, education, children’s services, adult social care and health.
- Bringing cycling opportunities to children, adults and the elderly regardless of their ability. Focusing on giving people with disabilities opportunities and choice to cycle anywhere across the Sheffield City Region.
- The creation of a consistent inclusive cycling offers across the regions – leading to a sustainable network of inclusive cycle infrastructure supported with an effective range of behavioral change programmes.
- Raising the profile of inclusive cycling opportunities in each region and to begin a regular offer of activities to meet the needs and requirements of all community members.

Identifying further funding opportunities to support the development of inclusive cycling hubs planned for Rotherham, Barnsley, Doncaster and Sheffield.

Location(s) The post holder will probably initially work from home but there will be desk space available in either Doncaster and Barnsley local authorities, the Sheffield City Region Offices, and the co-ordinator will visit partners in any of the South Yorkshire districts (Rotherham, Barnsley, Doncaster and Sheffield).

How will we deliver this?

Taster Days

We will deliver a series of Wheels for All Taster days across the South Yorkshire region- –

- Doncaster Cycle Circuit
- Dorothy Hyman Athletics Track in Barnsley
- Herringthorpe Park in Rotherham
- Sheffield – Hillsborough Park and potentially Hallam University site

Engagement workshops

Effective way of promoting the service and the intention of WFA is to offer a specific engagement event for focussed groups such as Mencap, and the Stroke Association.

Reaching out specifically to potential users, their carers and support staff and giving them the awareness, and understanding of how to use the cycles and how to bring cycling as a credible activity to the people that they support and care for.

Training

Accredited WFA Leader training giving people the skills and understanding of how to support a Wheels for All session. As a response to the challenges of working within a COVID-19 environment we will focus on designing and delivering appropriate training packages. This training will give volunteers from a variety of backgrounds (family, friends, carers, and cycle club members) the opportunity to support future sessions.

Current discussions with disability partners across the UK have highlighted the need for bespoke buddying packages that will focus on “front door beginnings” for disabled people. This would focus on giving disabled people who are at the tipping point of being active and considering completing an active travel journey. Giving them a support package that would remove any such barriers and give them the skills, confidence and self-esteem to use cycling as their mode of transport and mobility.

A huge outcome of this programme would be to ensure that disabled people are able to choose to cycle wherever they want to be able to cycle freely on their terms. This can be achieved with structured progression packages for every individual. This will also lead to other people being inspired by those able to make independent travel journeys, leading to the creation strong cycling culture for all abilities across the region.

Trail, pathway and facility guidance

The COVID-19 pandemic has placed a greater and more pressing need on ensuring marginalised communities and people living with disabilities are given every chance possible to be active. Its therefore vital that their thoughts, ideas, concerns and worries are voiced and heard.

We want to have connectivity for new and existing infrastructure with our disability partners and with input from disabled people, ensure that this precious feedback is incorporated in future design.

We will also use the Wheels for All Taster events together with the emerging partnerships with the Health sector, disability support groups and individuals to influence and shape infrastructure designs through regular communications with the Sheffield City Region team.

1. Job Purpose

1. The primary aim for the South Yorkshire Wheels for All offer is to identify inclusive cycling opportunities through partnership work on a local and regional level, leading to activity and then ultimately ensuring there are choices for disabled people to cycle freely on their terms in their local area.

2. To turn positive opportunities into genuine cycling activities and experiences for people of all abilities. To use feedback ideas and comments from disabled people across the region to shape and influence future cycle infrastructure that is appropriate for everyone.
3. To deliver and develop Wheels for All programmes that will be recognised across the Sheffield City Region as a credible and necessary service that accommodates the needs and requirements of all people regardless of the physical and mental abilities.
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 regional programme including the nurturing of partnerships, participant progression plans, volunteer pathways development, fundraising strategy, communications and marketing, and to be responsible for creating good practice standards. We will also require monthly reporting on activity.
6. To ensure that the 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 the Sheffield City Region.

2. Departmental

1. To participate in team objectives and to ensure the effective and efficient implementation of organisational policies and the achievement of Wheels for All objectives.
2. To enable the delivery of regular inclusive cycling sessions, leading to progression and improvements for an individual's physical, mental and social well-being.
3. To ensure that the service is enthusiastically well received by participants, families, carers and support partner organisations.
4. To recognise the needs of the communities and ensure that equal opportunity and health and safety issues are identified and addressed effectively.
5. To assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the Wheels for All programme.
6. To ensure effective and accessible communication with staff, service users, the general public and others, as appropriate.

7. Identify and recruit the appropriate volunteers for the delivery and development of inclusive cycling activities across the Sheffield City Region programme.

3. Principal Duties & Responsibilities

1. To contribute significantly to the strengthening of relationships and partnerships, and the formation of new ones, through effective communication and interpersonal skills. Involving assessing community need, through consultation & feedback opportunities.
2. To be proactive and innovative in generating opportunities and project ideas on behalf of the Sheffield City Region Wheels for All programme. Areas of work will include; development of positive activities for children and young people and adults, with health wellbeing projects to narrow the inequality gap.
3. Formulate inclusive cycling interventions including identifying key milestones and performance measures as well as appropriate progression routes, assessing the impact the project will have on users across the Sheffield City region.
4. To organise and facilitate regular meetings of strategic partners steering groups as well as the creation of a participants steering 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 are shaped into future project plans.
6. To monitor progress and evaluate the outcomes of the Sheffield City Region ensuring that the Steering Groups and project stakeholders and funders are kept informed through regular reporting.
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 wider public.

4. Qualifications and Experience

| | Essential | Desirable |
|--|------------------|------------------|
| <ul style="list-style-type: none"> • Problem solving and organisation skills and able to work as part of a team | E | |
| <ul style="list-style-type: none"> • Self-discipline with the ability to use own initiative and work autonomously with minimum supervision and as part of a multi-disciplinary team. | E | |
| <ul style="list-style-type: none"> • Used to working to deadlines and able to work calmly and efficiently under pressure | E | |
| <ul style="list-style-type: none"> • Up to date training in child protection and a good understanding of safeguarding issues in project development. | E | |
| <ul style="list-style-type: none"> • Knowledge and experience of transport, social care, community development and Health and Well-being initiatives. | E | |
| <ul style="list-style-type: none"> • Ability to interpret data and present statistical information. | E | |
| <ul style="list-style-type: none"> • Knowledge and experience of project management and preparing and supporting funding applications | E | |
| <ul style="list-style-type: none"> • Excellent presentation & communication skills – written and oral | E | |
| <ul style="list-style-type: none"> • Good IT skills and ability to set up administrative and organisational systems, which support the project. | E | |
| <ul style="list-style-type: none"> • Negotiating and influencing skills | E | |
| <ul style="list-style-type: none"> • Educated to degree level or relevant experience within an access to social care, sports development, transport or community sports development setting | | D |
| <ul style="list-style-type: none"> • Experience of working with disabled children, adults and the elderly and their families and their support networks | | D |
| <ul style="list-style-type: none"> • Experience of co-ordinating teams including staff and volunteers | | D |
| <ul style="list-style-type: none"> • Understanding of supporting volunteers | | D |
| <ul style="list-style-type: none"> • Experience of working in a multi-agency context. | | D |
| <ul style="list-style-type: none"> • To hold a clean full driver's license and have some experience in driving vans | | D |
| <ul style="list-style-type: none"> • Current First Aid training. | | D |

5. Physical Effort

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

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.

6. Working Environment

The post holder will be expected to work outside visiting and delivering Wheels for All-inclusive cycling sessions regularly. They may need to work outside in inclement weather conditions on occasion.

7. 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 out.

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

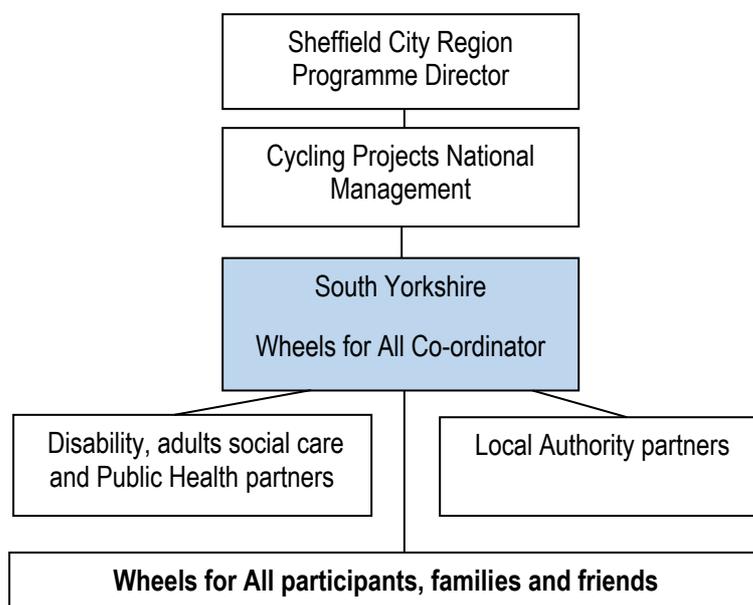
The post holder will be expected to contribute to the protection of children and vulnerable adults as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

1. The post holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
2. 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.

Availability

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

Suggested Organisational Chart for the Sheffield City Region Wheels for All



Contacts/Partnerships

Includes-

- Sheffield City Region
- Active Travel Advisory & Programme Boards
- Leisure Providers
- Children's services
- Disability Support groups and Carers support groups
- Mobility Forums
- Public Health departments
- British Cycling
- Cycling UK
- Leonard Cheshire
- Sustrans
- Mencap
- SE Doncaster Local Area Pilot

Other partners will emerge once the programme begins

SPECIAL NOTE:

This job description does not form part of the contract of employment but indicates how that contract should be fulfilled.

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.

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| Post Title: South Yorkshire Regional 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"> • Excellent presentation and communication skills – both written and oral ▪ Problem solving and Organisational skills ▪ Self-discipline with the ability to 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 | <ul style="list-style-type: none"> ▪ Knowledge and experience of sport and active lifestyles ▪ Knowledge and experience of project management ▪ Negotiating and influencing skills ▪ Track record for delivering projects and meeting targets |
| 2. Behavioral competencies: | <ul style="list-style-type: none"> ▪ Set a good example by doing the right thing, acting in an assured and unhesitating manner ▪ Take responsibility for straightforward decisions and seek advice for difficult ones ▪ Monitor and review progress against targets ▪ Be 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"> ▪ Good IT skills. | <ul style="list-style-type: none"> ▪ Educated to degree level or relevant experience within a sport and active lifestyle environment ▪ The post holder should possess a current driving license or must have sufficient mobility to satisfy the demands of the job |
| 4. Any job relevant information that needs to be considered: | <ul style="list-style-type: none"> ▪ 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 ▪ The post holder should be available to work outside normal office hours and occasional weekends. | |

Summary

Cycling Projects has understood and recognised the need for a consistent and balanced inclusive cycling offer across the South Yorkshire Combined Authority region. The strategic direction of Cycling Projects to develop clusters of inclusive cycling opportunities, fits neatly with the plan to create such hubs of cycling activity for people of all abilities in the region.

Cycling Projects can also bring national partners such as Leonard Cheshire, Mencap and Activity Alliance to this attractive opportunity of being involved in the South Yorkshire Wheels for All cluster programme. Cycling Projects is committed to creating opportunities across the country for people of all abilities to cycle, and would very much welcome the opportunity to develop a cluster based model for South Yorkshire Combined Authority.

Cycling Projects - Wheels for All *The national inclusive cycling charity*

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