

Kendal Wheels for All Co-ordinator

Period of Project — Initially 1 year funding period

Part time hours to support the delivery and development of the Kendal Wheels for All programme. Initially 10 hours per week, with the option to increase based on the development of the programme.

From September 21 - August 22 10 hours a week £10.15

Job Title: Kendal Wheels for All co-ordinator

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 the Kendal Wheels for All co-ordinator region.

Location(s) base will be at the existing Kendal wheels for All site at the Leisure centre.

Job Summary/ Main Purpose

1. Job Purpose

1. The primary purpose of this post is to establish regular delivery of inclusive cycling provision through the Wheels for All sessions at the initial base of the Kendal Leisure centre. This will be a range of inclusive cycling activities to increase activity for children, adults and the elderly with particular attention given to those living with a disability or impairment.
2. To develop a sustainable Wheels for All programmes that will be recognised across the South Lakes borough as a credible and necessary service that accommodates the needs and requirements of all people regardless of the physical and mental abilities.

3. 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.
4. 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.
5. To ensure that the Cycling Projects social mission is delivered and that the project reaches disadvantaged children, young people, adults and the elderly on a regular basis from the Kendal Wheels for All base.

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. To identify and recruit the appropriate volunteers for the delivery and development of the Kendal Wheels for All programme.

3. Principal Duties & Responsibilities

1. To contribute significantly to the strengthening of relationships and partnerships, and in 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 Kendal Wheels for All programme. Areas of work will include; development of positive activities for children and young people and adults, with 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 South Lakes region (alongside colleagues in Ulverston and Barrow).
4. To organise and facilitate regular meetings of the Wheels for All Steering Group 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 Kendal Wheels for All 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 – working alongside Cycling Projects national marketing and campaigns lead.

3. 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, play, community development and Health and Well-being initiatives. 	E	
<ul style="list-style-type: none"> • Ability to interpret 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 and communication skills – both 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

• Experience of delegation to a team of staff		D
• Understanding of supporting volunteers		D
• Experience of working in a multi-agency context.		D
• To hold a full driver's license and have some experience in driving vans		D
• Current First Aid training.		D

4. Physical Effort

Working hours are flexible and varied in accordance with the requirements of the Kendal 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.

6. 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-inclusive cycling sessions regularly. The 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 any appropriate training provided by Cycling Projects. 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

1. 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.

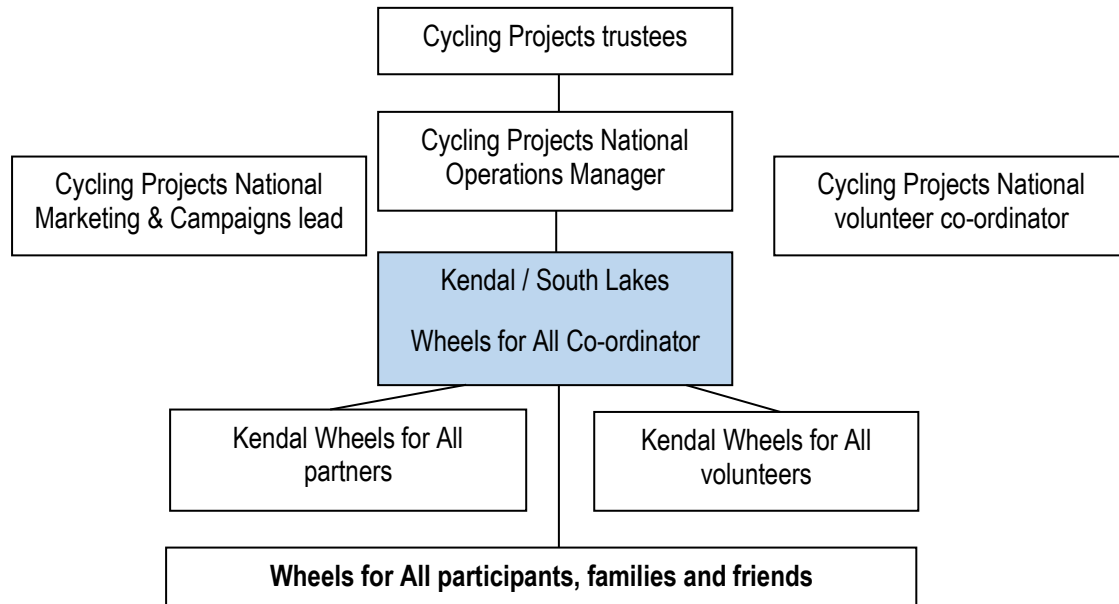
Driving Licence

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 and will be expected to respond appropriately in the event of emergencies arising at any time.

Suggested Organisational Chart



Contacts/Partnerships

Consider the following-

- South Lakes District Council District Council
- Cumbria County Council
- GLL Leisure Provider
- Kendal CC
- Children's services
- Disability Support groups and Carers support groups
- Public Health departments
- British Cycling

and Cycling Projects based in Ulverston and Barrow

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.

Post Title: Kendal 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 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"> ▪ 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:	<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. 	