

Walking and Cycling Co-ordinator

- Salary/Grade: £20,912 to £23,050 per annum pro rata/Grade 5
- Fixed Term/Perm/Temp/Casual: Fixed Term
- Hours: 30 hours per week
- Location: The Arc, High Street, Clowne, S43 4JY
- Closing Date: 13th February 2019
- Interview Date: 21st February 2019

Job Details and Requirements

An exciting opportunity has arisen for a self-motivated individual to co-ordinate the delivery of Bolsover District Council's established Walking for Health scheme and to develop and deliver a new programme of cycling activities in a number of communities across the district.

The post holder will develop, promote and co-ordinate a range of initiatives and opportunities to increase participation in walking and cycling in Bolsover district through:

- Identifying target communities within Bolsover district
- Promoting walking and cycling across the district
- Supporting existing 'Walking for Health' walks and developing and supporting new walks
- Playing an active role in the development of the new county wide walking programme 'Walk Derbyshire'
- Developing, promoting and delivering a programme of 'Cycling for Health' courses and other cycling opportunities across Bolsover district
- Utilising, promoting and encouraging the use of multi-user trails, quiet roads and the access network across the district
- Supporting the development of 'Community Cycle Clubs'
- Identifying and mapping the best walks and rides across the district
- Developing projects and seeking funding that will add value to cycling and walking throughout the district

The post-holder will be based at The Arc in Clowne as part of the Leisure Services team and will play a key role in promoting physical activity across the district.

The post will initially be for a period of 12 months, with the potential for an additional 12 months, subject to funding.

Contact Details

For an informal discussion please contact Matthew Connley, Special Projects Officer, (01246) 242359, matthew.connley@bolsover.gov.uk

Application Pack

If you are interested in this post please go to the Jobs page on the BDC website.

Our preferred method of application is online and **CV's will not be accepted.**

Alternatively, if you do not have access to the internet, you can:

- Telephone the BDC Contact Centre on 01246 242424
- Email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application form to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG by the advertised closing date.

We are striving for diversity and welcome applications from all sections of the community.

Job Description

Job title and post number	<i>Bolsover Walking & Cycling Coordinator (BWCC)</i>
Service Area and Directorate	<i>Leisure Services - Transformation</i>
Reports to	<i>Special Projects Officer</i>
Direct reports	
Grade	5
Salary range	<i>£20,912 - £23,050 pro rata for 30hrs / week</i>

Job overview

The Walking and Cycling Coordinator will work across Bolsover district to develop a range of walking and cycling initiatives and opportunities for individuals and groups including children, families and older adults. The post holder will work to address the barriers which affect people's inactivity levels through engaging with a wide range of groups and individuals.

The post holder will be required to work on their own initiative as well as with a number of other organisations and partners to develop and promote walking and cycling opportunities. This will involve working closely with members of the Active BD Partnership, including Bolsover District School Sport Partnership, Bolsover Countryside Partnership and Active Derbyshire.

Job purpose

To develop, promote and co-ordinate a range of initiatives and opportunities to increase participation in walking and cycling in Bolsover district through:

- Identifying target communities within Bolsover district where these programmes will have most impact
- Supporting existing 'walking for Health' walks and developing and supporting new walks in target communities
- Promoting, supporting and playing an active role in the development of the county wide walking programme 'Walking Derbyshire'
- Developing, promoting and delivering a programme of community 'Cycling for Health' courses and other cycling opportunities within Bolsover district
- Utilising, promoting and encouraging the use of multi-user trails, quiet roads and the access network across the district
- Supporting the development of 'Community Cycling Clubs', identifying community volunteers and (training them as ride leaders) to champion the programme and support sessions, as well as signposting groups to resources and organisations that will help to sustain their development

- Identifying and mapping the best walks and rides across the district and developing materials to promote their use, using a range of media, including social media
- Producing a range of leaflets and other media to help promote cycling and walking across the district
- Developing projects and seeking funding that will add value to cycling and walking throughout the district

Duties and responsibilities

1. To co-ordinate the delivery of the project to ensure annual work programmes are delivered, in accordance with the targets and outputs of the project, including those set by Public Health
2. To conduct asset mapping of local agencies, groups and sessions across the district to inform the work programme
3. To identify community skills, assets, challenges and resources by building relationships with local stakeholders
4. To identify inactive individuals who are not already engaged in physical activity, as well as those who already participate, through local insight and knowledge to recruit participants to the programmes
5. To administer the Walk Bolsover (Derbyshire) programme including walk guides, website updates, press releases and other promotional material as required and collate, monitor and evaluate all statistics relating to the Walk Bolsover (Derbyshire) programme
6. To co-ordinate the development and delivery of targeted walking and cycling programmes
7. To recruit, support and train volunteers in the local community to become walking and cycling champions
8. To support new and existing Volunteer Walk Leaders involved with the Walk Derbyshire Programme
9. To plan, coordinate and deliver Volunteer Walk Leader training opportunities and support the development of the programme in new and existing areas, as well as attending relevant Walk Derbyshire network meetings
10. To support the establishment, development and continuation of community based walking and cycling groups
11. To attend and support community sessions and events as and when required
12. To plan, publicise and attend / co-ordinate meetings and events including providing

progress reports to the Active BD partnership group

13. To liaise with agencies, voluntary organisations and participants in the project to identify appropriate walking and cycling routes, according to the identified health needs of the community, and evaluate their success
14. To support the development and promotion of selected walking and cycling routes, using a range of appropriate media (including social media)
15. To provide advice to individuals on appropriate Health and Wellbeing programmes and signpost to other service providers where necessary and advise participants of other regular activity opportunities and programmes within leisure services and surrounding local communities
16. To assist with the monitoring and evaluation of the project's outputs and keep appropriate records in accordance with the requirements of GDPR
17. To work with key partners including other Active BD members to further develop the programme
18. To seek to secure funding in order to sustain the project and support the ongoing development of walking and cycling groups throughout the district

Working conditions

The post will involve working outdoors to deliver activities and support new and existing groups in a range of locations and weather conditions.

The post holder must be prepared to work unsociable hours including evenings and weekends as and when the post requires.

The role will require a moderate level of physical fitness due to the nature of delivering and facilitating physical activity sessions.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).

- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	<i>M. Connley</i>
Date approved:	<i>January 2019</i>
Reviewed:	

PERSON SPECIFICATION

Post Title: Bolsover Walking & Cycling Coordinator	Section: Leisure		
Directorate: Place			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> • A passion, drive and motivation for walking and cycling and increasing participation • Knowledge and understanding of the barriers which affect an individual's activity levels • Computer literacy i.e. use of Microsoft Word, Excel, Outlook and the internet. 	a & i	<ul style="list-style-type: none"> • Knowledge of Bolsover district, the network of trails and other nearby assets which can be used for physical activity • Knowledge of the Behaviour Change Model • Knowledge of funding bodies and organisations that may be able to provide extra financial support to the programme 	a & i
Qualifications			
<ul style="list-style-type: none"> • A good standard of education (GCSE's in Maths and English) • A Level 3 qualification / BTEC or equivalent or relevant experience • A current Emergency First Aid Certificate (or willing to complete within 3 months) • A current Safeguarding and Child Protection Certificate (or willing to complete within 3 months) 	a, i & c	<ul style="list-style-type: none"> • Hold a National Standards Cycle Instructor (NSIQ) qualification and have recent experience of delivering cycle training (<u>or</u> be able to become a fully qualified National Standards Cycle Instructor (NSIQ) within 3 months of taking up the post). • Hold a Mountain Bike Leader or Group Leader qualification (both Cycling UK) and have recent experience of planning and leading rides • Have completed Walking for Health Volunteer Walk Leader training • Completed cycle maintenance training / hold a cycle maintenance qualification • A degree level qualification 	a & i

<p>Skills & Experience</p> <ul style="list-style-type: none"> • Proven practical experience of planning, delivering and evaluating physical activity sessions, especially walking and cycling • Proven practical experience of supporting inactive individuals to be active • Good verbal and written communication skills • Proven experience of communicating to small and large groups of people • Good organisational skills (including developing own work programmes) • Proven experience of working in partnership with other individuals, organisations and businesses • Experience of utilising various communication methods to market activities 	a & i	<ul style="list-style-type: none"> • Practical experience of delivering walking and cycling programmes, including leading walks and rides • Previous experience of working with a range of age groups and abilities • An ability to motivate individuals and support individuals to become volunteers • Experience of utilising social media as a promotional tool (training can be provided) • Project management experience • Previous experience of managing budgets 	a & i
Other Requirements:			
<ul style="list-style-type: none"> • A willingness to work unsociable hours (including evenings and weekends) where necessary • A willingness to complete additional training as and when required • The ability to demonstrate a strong customer focus and a commitment to service improvements • Hold a driving license and have access to a vehicle 	a & i		a & i

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	<i>M. Connley</i>
Date approved:	<i>January 2019</i>
Reviewed:	