**Candidate Information**

**I Bike Officer, Inverness**

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| **Salary:** | Grade F:£25, 561 per annum pro rata for part time |
| **Hours:** | Full time hours 37.5 hours per week. This job can be considered from 30 hours per week. We are very happy to discuss working hours to suit individual circumstances. This role is particularly suitable school hours. |
| **Contract:** | Fixed term until end of June 2023 (with possibility of extension by yearly contract) |
| **Disclosure:** | Enhanced PVG Scheme required for this position as the post holder will be working with children in educational settings |
| **Base:** | Sustrans offices in Inverness with the flexibility to work from home |
| **Travel:** | The focus of this role is in the Highland Council region; we may occasionally need you travel during the course of your work including occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Project Specific Information**

The I Bike project has been running since 2009 in Scotland, having reached pupils in City of Edinburgh, Perth & Kinross, Fife, East Dunbartonshire, Dumfries & Galloway, Falkirk, Midlothian, North Lanarkshire, North Ayrshire, Aberdeenshire, Aberdeen City, Dundee, Glasgow, East Lothian, and West Lothian. I Bike in Inverness is a Sustrans partnership project funded by The Highland Council and Transport Scotland.

I Bike Inverness has been running since 2018 and supports the work of a number of local teams including Highland Councils Transport Planning Team, Road Safety Team, the Active Schools Team and Care and Learning. The post holder will be part of a local working group of all interested partners. This working group aims to ensure that I Bike complements and strengthens existing initiatives within Inverness and the wider Highland region.

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| **Where this role sits in the structure:** |  |

**Job Description - About the Role**

**Overview**

* To deliver the I Bike project to schools clusters across Inverness, to promote active travel (cycling, scooting and walking) to and from school and for independent journeys in leisure time
* To support staff and volunteers promoting active travel within the school community (known as school champions),
* To harness local authority resources available for active travel and to make links between schools, external partners and the bicycle industry.

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| **Where this role sits in the structure** | This role reports directly to one of four I Bike Coordinators. The I Bike programme is currently overseen by the I Bike Manager.  Working closely with the I Bike Volunteers and Champions officers, and the Education and Young People team in Sustrans Scotland, as well as Highland Councils Sustainable Transport Team and Active Schools Team.  This role does not have line management responsibility. |

**Key Responsibilities**

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

Responsibilities include:

1. To promote active travel (cycling, scooting, walking and wheeling) across the whole school community in selected schools in Inverness.
2. To deliver a range of practical activities which engage pupils, particularly aged 9-14, during the transition from primary to secondary school. For example:
   1. Activities to improve cycling skills & confidence and showcase active travel opportunities – led rides, walks, playground skills, route planning.
   2. A range of sessions for girls, covering themes such as health and fitness, cycle maintenance, cycle training, led rides, and cycling to school. Identify synergies with whole school cycling initiatives.
   3. Work with Highland Council and other local partners, to support the delivery of on-road cycle training (Cycling Scotland, Bikeability levels 1 and 2)
   4. Deliver bike maintenance training and skills through Dr. Bike events, cycle clubs and classroom activities.
3. To help with the co-ordination and delivery of training sessions to school staff, parents and local volunteers. For example
   1. Bikeability Scotland Instructor training, allowing schools to cascade on-road cycle training (Bikeability Level 2) to pupils.
   2. Cycle ride leader for those that want to take pupils on group rides.
   3. Bike maintenance training.
4. To support Highland Council in projects that focus on reducing pollution & increasing active travel, for example, school streets:
   1. School Street closures targeted at selected schools. I Bike officer will support planning, consultation & monitoring of these as part of this role.
5. To record and monitor activities delivered in schools
   1. Use this to compile progress reports, newsletters and presentations for project stakeholders.
   2. Work with Sustrans Research and Monitoring Unit and the local authority, to measure pupil active travel levels.
6. To attend a working group with interested partners to ensure the project is complementing other organisations agendas on cycling, scooting and walking to school.
7. To complete risk assessments for activities where required.
8. To assist in the development of the I Bike project and its team:
   1. Asist with resources and lessons with links to the Curriculum for Excellence.
   2. Offer and participate in shadowing and shared learning with other staff.
   3. Share good practice with the I Bike team as well as local authorities and schools.

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Experience of working with children and young people | ✓ | ✓ |
| Experience of working with schools, community groups, environmental projects or young people in another setting | ✓ | ✓ |
| **Skills and Abilities** |  |  |
| Excellent written and verbal communications skills | ✓ | ✓ |
| Excellent presentation and report writing skills | ✓ | ✓ |
| Ability to prioritise and manage own workload | ✓ | ✓ |
| Ability to motivate others |  | ✓ |
| IT literate | ✓ |  |
| **Specific qualifications/ training required** |  |  |
| Undertaken (or willing to attend) National Standard cycle instructor training and bike maintenance training | ✓ |  |
| Current and clean driving licence | ✓ |  |
| **Specific knowledge required** |  |  |
| Understanding of active travel programmes in Scotland. | ✓ | ✓ |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.