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# Job Description

**Job Title:** Bike It Plus Officer, Dorset

**Reference:** SUS2721

**Salary:** Grade F: £24,446 per annum

**Hours:** 37.5per week

**Fixed Term:** Fixed term contract to 10 August 2020

**Base:** Dorset Council Offices, Dorchester

**Job Purpose:**

To promote cycling and scooting to children, parents and staff at selected primary and secondary schools within Dorset. Together with another Bike It Plus Officer, to work with First, Middle and Upper schools, engaging pupils, parents and the wider school community to foster a culture of active travel.

To provide training and support for school champions so that they are able to independently run initiatives to promote cycling and scooting within their school and to work in partnership with the Dorset Council Sustainable Transport team and other stakeholders in order to maximise the benefits of all programmes.

**Place in organisational structure:**

The post holder will be part of a regional team and will report to one of the England South Delivery Coordinators. There will be close liaison with local authority staff, Sustrans England South staff and the Behaviour Change and Engagement team, based in Bristol.

**Key Relationships:**

Internal: Delivery Co-ordinator, Engalnd South

Head of Delivery, England South

Director, England South

Delivery Coordinators, England South

Bike It Plus Officer, Dorset

Schools, Community and Workplaces Officers (UK wide)

Design and Engineering Team, England South

Other regional staff

Behaviour Change and Engagement team, Bristol

Volunteer Coordinator, South

Other Sustrans staff

External: Whole school community including head teachers, Bike It champions, parents and pupils

Dorset Council including Safer and Sustainable Transport Manager and other members of the transport team

Local Bikeability providers

Supporting organisations i.e. healthy schools staff, schools sports coordinators, British Cycling and local cycling groups.

Local media

Bike retailers

**Key Responsibilities:**

1. To be part of the England South regional team delivering behaviour change programmes.
2. To develop and deliver activities and events in schools which promote and enable cycling and scooting to school through practical skills, incentive programmes and classroom sessions.
3. To work with schools to ensure children have access to Bikeability training.
4. To coordinate and deliver ‘school champion’ training and parent training where appropriate.
5. To provide advice, information and other support for ‘school champions’ – who include teachers, parents, governors, pupils and residents
6. To provide stories and information for Sustrans press office and Dorset Council publications.
7. To develop links between schools, local cycling groups and local authority services (cycle training, school travel plans, healthy schools).
8. To share good practice with Dorset Council and schools in the area through presentations, workshops, press articles and social media as appropriate.
9. To work as part of the wider team to help deliver regional and national projects.

**Monitoring**

1. To carry out all monitoring requirements as required by the programme including maintaining up to date records of activities delivered, number of participants and bike counts.
2. In conjunction with the local authority, to measure baseline travel data for home to school and other journeys and carry out follow up surveys at selected schools each year.
3. To write termly reports as directed and to contribute to the annual report as necessary.
4. To support schools to provide evidence of their match funding for the programme.

**Communication and marketing**

1. To contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities and events, as required.
2. To support and comply with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans’ profile.

**Training and personal development:**

1. To undertake core training including ride leader, first aid and child protection.
2. To attend essential Sustrans training as required by the Charity.
3. To ensure own personal development by working to objectives set as part of the Charity’s appraisal process.

**Health & Safety, Safeguarding and Equality, Diversity and Inclusion:**

1. To support and comply with the organisation’s policy for the management of Health and Safety.
2. To support and comply with the organisation’s policies for the management of safeguarding.
3. To support and comply with the organisation’s policy and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role.

**Other**

1. To perform any other duties consistent with the nature and grade of the role as agreed with the line manager.

**Working Conditions:**

The post holder will be based in Dorset Council offices, together with other Sustrans and Council employees. There may be opportunities to work from home on occasions at the discretion of the Sustrans England South Delivery Coordinator. Work outside normal working hours and weekends may be required. Local travel on public transport, foot and by bike will be expected.

Employment will be conditional on clearance by the appropriate DBS Disclosure check.

**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 may be subject to amendment in the light of experience and in consultation with the jobholder.

Compiled: Sustrans South Delivery Coordinator

Date: July 2019

**Bike It Plus Officer, Dorset (SUS2721)**

**Person Specification**

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| **Criteria** | **Essential** |
| Qualifications, education and training | Good standard of education |
| Experience | Experience of working with children and young people  Experience of delivering physical activity or other behaviour change projects  Experience of partnership working within a community-based or environmental project |
| Skills and abilities | Excellent writing skills  Excellent verbal and written communications skills  Excellent presentation skills  Ability of organise and run promotional events  Excellent organisational skills  Ability to motivate and enthuse others  Ability to plan and prioritise own workload  Good report writing skills |
| Knowledge | IT literate |
| Other | Committed to cycling and the ideals of Sustrans  Undertaken (or willing to attend) national standard cycle instructor training course |

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| **Criteria** | **Desirable** |
| Experience | Experience in Internet research skills  Experience of leading group workshops and event planning  Experience of working with schools and local authorities  Experience of being managed remotely  Experience of delivering a behaviour change project |
| Skills and abilities | Experience of leading rides |
| Other | An understanding of local transport and other community issues |