

Job Description and Person Specification: Pedal Power Session Manager

1. Cycling Sessions management

- Recruit Cycle Trainers and volunteers. Check qualifications and DBS status. Organise induction for new cycle trainers and volunteers.
- Draw up and update monthly rota of Cycle Trainers & Volunteers. Book cycling venues.
- Manage safe, secure storage of bicycles.
- Review venue facilities to ensure they are safe; and that usual emergency signs, equipment, escape routes etc are in place.
- Ensure safety equipment (first aid kits, helmets, tabards) are on site for sessions.
- Ensure attendance records and risk assessment sheet are documented and that club rules and Health & Safety information sheet are available to view.
- Identify bikes that need replacing and new purchases that need to be made.
- Reconcile session staff timesheets with the rota, ready for Treasurers payment authorisation.
- Monitor the quality of session data entry (and ensure any paper-based data is promptly entered on the online portal).
- Assist Session Trainers in delivery of sessions by liaising with venues, partner organisations, etc.; managing session supplies; booking vans for outreach sessions.
- Liaise with Session Mechanic to ensure bikes are properly maintained and appropriate spare parts are available.
- Assess the needs of new members and ensure that appropriate bikes and equipment are allocated.
- With Session Trainers and Management Committee, regularly review and update session documentation.
- Ensure that there is documentation of feedback from session participants (ie Trainers, volunteers, families, support workers and participants with learning disabilities).
- Identify and arrange training opportunities for trainers and volunteers
- Adhere to appropriate standards of confidentiality at all times

2. Administration

- Manage PP's incoming and outgoing correspondence and respond to enquiries.
- Maintain a supply of stationery and other essential office supplies, ensuring adequate stocks.

- Maintain PP's monitoring and evaluation systems, collate monitoring and evaluation information from projects and events for M/C and funders.
- Maintain general office systems and ensure electronic files are organised and accessible, adhering to data protection principles when processing personal data.

3. Finance and accounts

- Support the Treasurer with preparation of invoices, 'month-end' and 'year-end' tasks and preparation of budgets.
- Maintain the assets register & keep it updated.

4. Support to Management Committee

- Assist the Management Committee in monitoring and reviewing all policies from time to time (Health & Safety, risk assessment, insurance, working with vulnerable adults etc.).
- Provide administrative/organisational support to outreach and/or fundraising events.
- Assist with the preparation of annual report, evaluation reports and other related administration.
- Report to quarterly Management Committee meetings and the AGM (generally held in evenings).

5. Communications & IT

- Manage the dissemination of updates to staff & volunteers, participants & supporters.
- Assist in updating the website and social media.

6. Other:

- Contribute to the ongoing development of Pedal Power, team meetings and organisational priorities.
- Be proactive in keeping up to date with developments affecting the role.
- Sessional work will include weekends. There are no sessions in December or January, so working hours will be weighted in months when sessions take place.

This job description is not exhaustive, but assists the post holder to understand their main duties. It may be amended from time to time without change to the levels of responsibility appropriate to the grade of the post and in discussion with the post holder.

Person Specification

QUALIFICATIONS AND TRAINING

Cycling Instructors qualification

Essential

Desirable

KNOWLEDGE AND EXPERIENCE

Experience in a similar role, with a minimum of two years' experience

Essential

Desirable

Confident user of MS Office, especially Word and Excel; confident user of databases (especially for data reporting)

Knowledge of data-protection legislation

Experience of managing staff and volunteers, including (where appropriate) supervision, annual appraisal and performance management

Experience (paid or unpaid) of working with disabled adults and children

SKILLS:

Effective communication (verbal & written) and interpersonal skills

Essential

Desirable

Strong problem-solving skills

An organised and efficient person, able to function on own initiative with limited supervision; excellent attention to detail

Excellent interpersonal and communication skills with people from all backgrounds

Excellent timekeeping and reliability

An ability to work flexibly according to the needs of the organisation

ATTITUDES AND BEHAVIOURS

A positive, energetic and enthusiastic outlook with a 'can do' approach

Essential

Desirable

Professional manner and friendly disposition

A commitment to working to empower and further the rights of disabled people

Must be enthusiastic, motivated and have an overall desire to help individuals to benefit from cycling

An ability to relate positively to people of different cultures, backgrounds and experiences

Friendly, approachable & helpful to anyone requiring information (volunteers, colleagues, etc.)

Respectful of others and with a total belief in the equal value of people, regardless of race, religion, culture, gender, age, disability or sexuality

Remuneration and working conditions

Pedal Powers sessions do not take place in the winter months ie December and January. Working time will therefore be primarily during the months February to November. Remuneration will be for two functions.

1. Administration and back-up for cycle sessions: An allowance of £6,000 per annum for 8 hours work per week, or equivalent, paid quarterly.
2. As an integral part of cycle session management, the manager will work 12 hours per week or equivalent at Pedal Power sessions, excluding December and January. This will include session managing the fortnightly Saturday drop-in sessions. Pay will be on parity with Cycle Trainers working with Pedal Power, currently £25 per hour.
3. This is a position for a self-employed person. The candidate will be responsible for their own National Insurance and pension contributions.
4. The candidate will be expected to do administrative work from home.

Information for disabled candidates

It is the intention of Pedal Power to give every possible opportunity to disabled candidates who have the skills and experience we seek, as it is fundamentally important to the success of the project to involve disabled people in as many ways as we can.

If you consider yourself to be disabled, is there anything we need to know in order to offer you a fair interview? Please tell us if there is anything we need to do to make sure the recruitment process is accessible to you.

If you have any specific requirements, please outline them below and return this form with your application. Alternatively, contact Jo Roach on 07428 718101 to discuss.

Post applied: Pedal Power Manager

Name:

This is what I need Pedal Power to take into account / provide to make the interview process accessible to me:

Equal Opportunities Statement

Pedal Power will treat all people who use our services or who work for us with respect, and will value their contributions.

Pedal Power recognises that many people covered by this statement face discrimination for a variety of reasons. They are likely to experience prejudice in their personal lives and unequal access to services. Disabled people face additional discrimination caused by physical barriers within the environment, inadequate transport, a lack of accessible information, and other factors.

Pedal Power is actively opposed to all forms of discrimination and breaches of human rights on the grounds of disability or health status, including physical and sensory impairments, serious and long-term illnesses, learning difficulties, mental health problems, age, class, gender or transgender status, sexual orientation, ethnic origin, nationality or immigration status, responsibilities for dependents, religious or political beliefs (including trade union activities), marital status, and unrelated criminal convictions.

We will introduce measures to combat all direct or indirect discrimination in our own employment practices and service delivery.