

Covering letter and introduction to Pedal Power Manager Post

Dear Applicant,

Pedal Power is an extremely successful all ability cycle club providing cycle activities to a wide membership in north London. The club has gone from strength to strength over the last fourteen years, supported by dedicated volunteers and a remarkable founder. With the number of weekly activities and the high attendance at club sessions increasing further we now need to put the organisation and running of the club on a more structured basis.

The combined role of Session Manager and Training Leader is an opportunity for a dedicated cycle trainer and efficient administrator to lead the club in its next stage of development. As the 'public face' of the club in open training sessions the leader will co-ordinate the delivery of events; organise trainers; ensure that equipment is in good order; and, most importantly, make sure that members are supported throughout their attendance and are able to enjoy their cycling activities to the full. This is a unique opportunity for someone who is ambitious and is experienced in running cycle training and would like to take on the challenge of developing this well regarded and enthusiastically supported enterprise.

The applicant will not have to work directly on fund raising and grant applications but will be expected to liaise closely with the organising Committee and club's officers. The Session Manager will be expected to attend the majority of sessions, collect statistics, record all session information and regularly report to the organising Committee. The role will also require close working with club's officers, and particularly the Treasurer, to process invoices from trainers, mechanics and venue organisers. A four-month hand over period will allow the successful applicant to become familiar with club activities and paperwork, and build relationships with existing trainers, members and their carers.

Thank you for requesting information about the post. This job pack contains the following:

- Cover Letter
- Job Description and Person Specification
- Notes for disabled candidates
- Remuneration and working conditions
- Equal Opportunities Statement

Please note, this post involves work with vulnerable adults, so it is not protected under the Rehabilitation of Offenders Act 1974. Applicants invited to interview will be asked to disclose criminal convictions, no matter when they occurred. Information will be treated

confidentially and only taken into account if relevant to the post. DBS checks will be carried out before a confirmed offer of employment.

Please send a relevant CV with a cover letter demonstrating your suitability for the role to the address below. The closing date is 30th March 2018.

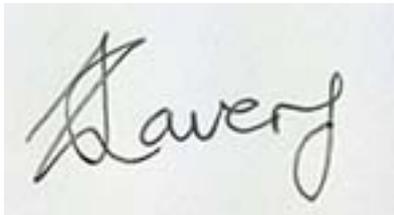
Interviews will take place in early April.

Successful candidates will be expected to provide two referees.

Address for return of applications:

**Anne Lavery
103b Upper Tollington Park
London
N4 4N**

Yours sincerely

A handwritten signature in black ink that reads "Lavery". The signature is written in a cursive style with a large initial 'L'.

Anne Lavery

Pedal Power Committee Chair