

Play on Pedals Project Officer Job Description and Responsibilities

Based in Cycling Scotland's Glasgow office. The role covers the Glasgow City Council Area

Salary: £26,000

A 24 month contract is being offered, with the potential for extension, subject to funding

Reports to

Line Manager: Cycling Development Officer, CTC
Supported by the Play on Pedals Project Board

Purpose of Role

Play on Pedals is a partnership project, led by CTC, the national cycling charity, the Glasgow Bike Station, Play Scotland and Cycling Scotland. It is funded by the Peoples' Postcode Trust's Dream Fund until March 2016. The aim of the project is to enable every child in Glasgow to learn to ride a bike before they start school. This will be achieved by establishing partnerships with 50 local community organisations, providing training for 7,500 four-year olds, enabling city-wide bicycle swaps and promoting a mass participation event in 2015, 'Glasgovia'.

Scope of Role

The officer will be responsible for the front line delivery of the project, working closely with the project board (consisting of representatives from CTC, Bike Station Glasgow, Play Scotland and Cycling Scotland). The officer will be responsible for following activities:

- Project Manage Play on Pedals, including all relevant reporting to project funder and project board
- Maintain and deliver the Play on Pedals communication plan
- Manage utilisation of project resources, including borrow bike fleet
- Provide a key point of contact for Play on Pedals
- Identify and support 50 community organisations to become 'Cycling Hero' organisations
- Establish partnership links with relevant organisations – e.g. Glasgow City Council, NHS Greater Glasgow and Clyde
- Organise and coordinate training delivery to project partners and volunteers
- Work with partner organisations to deliver project outputs including bike swap and training
- Carry out monitoring and evaluation requirements
- Lead an event team to deliver the 'Glasgovia' mass-participation family ride.

Promote the aims of the project, the project partners and the funder

Play on Pedals Project Officer Person Specification

<u>Requirement</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications	Evidence of Continued Professional Development in a relevant area such as outdoor learning, play work or cycling	2 Highers Further qualification in an appropriate area such as Community Learning and Development and/or equivalent career experience
Experience/ Knowledge	<p>Involvement in the delivery or development of training</p> <p>Experience in planning and facilitating a range of events, including meetings, community events, training events, conferences, networking events etc.</p> <p>Good knowledge and experience of work across the play, outdoor and/or pre-school sectors.</p> <p>Experience of community based cycling or physical activity projects or programmes</p> <p>Experience of project management, including budgets and sessional staff</p>	<p>Experience of working in or with Local Authorities, NHS and the voluntary sector.</p> <p>Knowledge of current good practice in Equal Opportunities/Diversity and experience of incorporating this into project design and delivery</p> <p>Experience of working with pre-school children</p> <p>Experience of delivering a mass participation event</p>
Skills	<p>Excellent written, spoken and presentational skills</p> <p>Highly capable networker</p> <p>Ability to manage multiple tasks</p> <p>Effective and experienced user of social media – including blogs, Twitter and Facebook</p>	
Personal	<p>Self motivated, creative, entrepreneurial, outcome oriented</p> <p>Able to set own priorities and deliver within agreed timescales</p> <p>Ability to work as part of project partnership with multiple stakeholders.</p> <p>Ability and experience in building and maintaining good working relationships with partners</p>	
Other	Flexible in terms of travel and working hours including weekend and evening work.	Cyclist