



Job Description

Job Title: Cycling Project Worker
Reports To: Letham4All Manager
Hours: 208 Hours over 12 months
Salary: £12.50 per hour
Contract: 12 month contract

Experience:

We will be offering this job to someone who has had at least one years' experience of delivering Bikeability sessions in the local community across age ranges. Ideally, they will have Cycle Trainer Qualification. They will have a foundation knowledge of bike maintenance and be prepared to supporting mentoring to delivers this with volunteers as part of Letham4All's Get on Your Bike Project.

We will be offering the post to a person who is able to demonstrate they have skills or experience in working with small groups of people in local community and working with a voluntary organisation. Ideally, they will have good knowledge of the community of North Perth City and of the issues that affect the people living there. They will have good IT and social media skills.

Essential Job Functions:

- Organise and deliver Get on Your Bike Project activities and events such as cycle skills sessions, led rides, bike taster sessions, with school groups, community groups and individuals.
- Undertake the registration of participants and information provision.
- Ensure the safe and efficient running of events and other activities to ensure a positive experience for participants.
- Undertake the set-up, take-down and storage of equipment for events/activities
- Keep equipment and facilities secure, ensuring that bikes and other equipment are accounted for and stored safely
- Support the marketing and promotion through different media (especially social media).
- Contribute to keeping all files, records and database systems up to date at all times
- Contribute to monitoring and evaluation statistics, reports and impact stories/case studies as required
- Undertake any other duties and responsibilities mutually agreed which are within the scope of the post

Skills:

- Ability to work with people from a variety of backgrounds.
- Experience in delivering cycling , leisure or wellbeing projects and activities
- Leadership skills
- Ability to create a positive work environment.
- Group facilitation, both with adults and young people
- Excellent verbal and written communication skills
- Good management and organisational skills
- Ability to work well within a team setting
- First aid experience
- Proficiency in using Microsoft Office especially Word and Excel
- Good social media skills
- Good standard of written English

Working Demands:

A flexible approach with a willingness to work in evening and occasionally at weekends.

Package:

- £12.30 per hour
- 208 Hours over a 12 month period

About Letham4All

Letham4All is a newly formed Scottish Charitable Incorporated Organisation which aims to support the advancement of community development through maintaining and managing the Letham Community & Wellbeing Hub and providing recreational facilities, physical and social activities with the aim of improving the conditions of life of the community.