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| **Job Description** |
| **Post title** | Bikeability Cycling Instructor |
| **JE Reference No** | N6805 |
| **Grade** | 4 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Transport & Contract Services – Strategic Traffic |
| **Reporting to** | Bikeability Senior Instructor / Bikeability Officer |
| **Location** | Your normal place of work will be various school locations within Durham and Hartlepool Council areas and you will be based from home. |
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| **DBS** | This post **is** subject to an enhanced disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The main duties of the role are to deliver Bikeability levels 1, 2 and 3 training, to children in schools, and adults across the Durham County area in line with the national standard model, and to carry out other cycle training activities as required as part of the scheme.

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| **Duties and responsibilities** |

The main task of the post is to provide National Standard cyclist training for young people and adults.

This is broken down into 3 levels.

Level 1 – usually delivered as a 2 hour off-road course in basic cycling skills.

Level 2 – usually delivered as a 6 hour course of on-road cycle training spread over 3 or 4 sessions.

Level 3 – usually delivered as a 2 hour one-to-one on-road course over routes that the trainee selects.

(All delivery/numbers of sessions are dependent on a range of factors and may vary)

The bulk of the work is likely to be teaching Level 1 and 2 of the National Standards to primary school children.

The duties also include:

* To assist in the training of new instructors, and maintenance courses.
* To undertake the delivery of other work related to the promotion of cycling specifically and sustainable transport generally.
* Keeping up to date with the latest developments in the delivery of cycle training.
* Ensuring courses and delivery comply with National Standards best practice.
* Ensuring courses and delivery comply with the council's policies and procedures.
* Ensure that site specific risk assessments have been conducted.
* To seek to improve the systems and processes for Bikeability cycle training to enhance the image and encourage take up of the training places.
* To assist in ensuring the various standards and targets are achieved.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * A good basic general education to GCSE level or equivalent including English.
 | * Bikeability Trained Instructor.
* Minimum 4 GCSE’s (Grade A to C).
* First Aid Qualification.
* Teaching Qualification.
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| Experience | * To be a competent cyclist with experience of cycling in modern traffic conditions.
* Experience of working in and delivering relevant training.
* Experience in dealing with the public/children, schools, and other relevant individuals and organisations.
 | * Some relevant teaching experience.
* Experience in the delivery of Bikeability cycle training.
* Experience of conducting risk assessments.
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| Skills & Knowledge | * Competent and confident cyclist.
* Good knowledge of road safety training practices in particular current cycle training practice.
* Ability and confidence to communicate effectively with school staff, the public in all age groups, and management at all levels.
* Ability to work alone and as part of a team.
* Good interpersonal skills.
 | * Sound knowledge and experience of developing and implementing current cycle training programmes (Bikeability)
* Good knowledge of Health and Safety issues.
* Knowledge of marketing and promotion in the road safety field.
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| Personal Qualities | * Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
* May be required to work outside of normal office hours.
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