**Candidate Information**

**I Bike Officer, Scottish Borders (Earlston High cluster initially)**

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| **Salary:** | Grade F:£28,831 per annum (pro rata for part time hours) |
| **Hours:** | Full time hours 37.5 hours per week. We are very happy to discuss flexible working patterns to suit individual circumstances. |
| **Contract:** | Permanent (with funding confirmed annually) |
| **Disclosure:** | Enhanced PVG Scheme required for this position as the post holder will be working with children in educational settings. |
| **Base:** | Selected Schools in Scottish Borders flexibility to work from home when not delivering in-school sessions. |
| **Travel:** | The focus of this role is in Scottish Borders starting with the Earlston High cluster and moving on to another cluster after the first couple of years of engagement; we may occasionally need you travel during the course of your work including occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Project Specific Information**

The I Bike project has been running since 2009 in Scotland, having reached pupils in City of Edinburgh, Perth & Kinross, Fife, East Dunbartonshire, Dumfries & Galloway, Falkirk, Midlothian, North Lanarkshire, North Ayrshire, Aberdeen City, Dundee, Glasgow, East Lothian, and West Lothian. I Bike in Scottish Borders is a Sustrans partnership project funded by Scottish Borders Council and SEStrans.

I Bike Scottish Borders supports the work of a number of local teams including Scottish Borders Council Transport Planning Team, the Active Schools Team among others. The post holder will be part of a local working group of all interested partners. This working group aims to ensure that I Bike complements and strengthens existing initiatives within Scottish Borders.

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| **Where this role sits in the structure:** |  |

**Job Description - About the Role**

**Overview**

The I Bike Officer will deliver the I Bike project to school clusters across Scottish Borders to promote active travel (cycling, scooting and walking) to and from school and for independent journeys in leisure time. This year the project will focus on engaging schools within Scottish Borders. The post holder will support staff and volunteers promoting active travel within the school community (known as school champions), will harness local authority resources available for active travel and make links between schools, external partners and the bicycle industry.

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| **Where this role sits in the structure** | This role reports directly to one of three I Bike Coordinators. The I Bike programme is currently overseen by the I Bike Manager.  The role works closely with the I Bike Volunteers and Champions officers, the Education and Young People team in Sustrans, as well as Scottish Borders Councils Transport Planning Team and Active Schools Team.  This role does not have line management responsibility. |

**Key Responsibilities**

*We don’t expect anyone to be an expert in all these areas; as long as you meet the person specification, we can train you in any gaps.*

Responsibilities include:

1. To promote active travel (cycling, scooting, walking and wheeling) across the whole school community in selected schools in Scottish Borders.
2. To deliver a range of practical activities which engage pupils of all ages and abilities with a focus on bridging the gap between play on pedals in nursery to bikeability in P6, additionally focussing on pupils aged 9-14, during the transition from primary to secondary school. For example:
   1. Activities to improve cycling skills & confidence and showcase active travel opportunities – led rides, walks, playground skills, route planning.
   2. A range of sessions specific for girls, covering themes such as health and fitness, cycle maintenance, cycle training, led rides, and cycling to school.
   3. Work with Scottish Borders Council and other local partners, to support the delivery of on-road cycle training (Cycling Scotland, Bikeability levels 1 and 2)
   4. Deliver bike maintenance training and skills through Dr. Bike events, cycle clubs and classroom activities.
3. To help with the co-ordination and delivery of training sessions to school staff, parents and local volunteers. For example,
   1. Bikeability Scotland Instructor training, allowing schools to cascade on-road cycle training (Bikeability Level 2) to pupils.
   2. Cycle ride leader for those that want to take pupils on group rides.
   3. Bike maintenance training.
4. Working with Sustrans Research and Monitoring unit to record and monitor activities delivered in schools to share with project stakeholders
5. To participate in a working group with interested partners to ensure the project is complementing other organisations’ agendas on cycling, scooting and walking to school.
6. To complete risk assessments for activities where required.
7. To assist in the development of the I Bike project and its team:
   1. Assist with developing resources and lesson plans with links to the Curriculum for Excellence.
   2. Offer and participate in shadowing and shared learning with other staff.
   3. Share good practice with the I Bike team as well as local authorities and schools.

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Experience of working with children and young people | ü | ü |
| Experience of working with schools, community groups, environmental projects or young people in another setting | ü | ü |
| **Skills and Abilities** |  |  |
| Good written and verbal communications skills | ü | ü |
| Excellent presentation and report writing skills | ü | ü |
| Ability to prioritise and manage own workload | ü | ü |
| Ability to motivate others |  | ü |
| **Specific qualifications/ training required** |  |  |
| Must hold clean, valid UK driving license. | ü |  |
| Undertaken (or willing to attend) National Standard cycle instructor training and bike maintenance training | ü |  |
| **Specific knowledge required** |  |  |
| Understanding of active travel programmes in Scotland. | ü | ü |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future, we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies, and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.