

APPLICATION PACK BIKEABILITY SCOTLAND INSTRUCTOR

POST:	Bikeability Scotland Instructor
RATE:	£150 per day
HOURS:	As required and agreed by Cycling Scotland
LOCATIONS:	Central, NE or SW Scotland – with occasional travel opportunities in other areas

Cycling Scotland is looking for talented individuals to join our Instructor team.

Candidates should be comfortable working with school age pupils and leading adult training teams in all aspects of the delivery of Bikeability Scotland Level 2 training. Applicants will be required to successfully complete Cycling Scotland's four day 'Cycle Trainer' course and course costs can be covered.

Job Description

Bikeability Scotland Instructors are being appointed to develop, grow and improve the Bikeability Scotland cycle training programme. Successful applicants will be deployed by Cycling Scotland and will commonly work with school training teams and volunteers to deliver, assist and advise on all aspects of Bikeability Scotland training. Instructing may involve remote working and travel in Scotland.

Desirable Qualifications and Experience

- A first aid certificate is required (minimum of 1-day training).
- No previous cycle training qualifications are essential for applying for this role as full training can be provided. However, if you have already completed the 1-day Cycle Training Assistant Course (CTA) or the 4-day Cycle Trainer Course (CT) this is advantageous.
- Applicants should be willing to undertake further CPD relevant to this role, for example child protection training.
- This post is considered to be regulated work with children as specified in the Protection of Vulnerable Groups (Scotland) (PVG) Act 2007. Accordingly, candidates will be required to become a member of the PVG Scheme or undergo a PVG Scheme update if already a Scheme member, prior to any formal offer of employment.

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Core Responsibilities

- Deliver Bikeability Scotland Level 2 training (and other courses as appropriate).
- Lead school staff and volunteers in all aspects of the Bikeability Scotland Level 2 on-road cycle training programme as agreed with Cycling Scotland.
- Work with Local Authority Bikeability Scotland Co-ordinators to ensure any relevant local policies are adhered to.
- Welcome and support volunteers assisting Bikeability Scotland training sessions.
- Offer tactful advice and support to training teams and individuals ensuring practical delivery is in line with the National Standards for cycle training.
- Ensure correct resources are utilised effectively and relevant Cycling Scotland and Local Authority procedures are followed including: pupil registers, parental consent, medical information, first aid procedures and risk assessments.
- Act as a point of contact for Cycling Scotland, Local Authority co-ordinators and school lead cycle trainers by e-mail, phone and in person.
- To undertake training and CPD supported by Cycling Scotland.
- To complete session delivery feedback and administration.
- To participate in and support Cycling Scotland's Quality Assurance programme.

Other Duties

Additional duties, to be agreed by Cycling Scotland, may commonly include:

- Undertaking pre-start meetings with school lead cycle trainers to discuss setting up courses.
- Advise schools on classroom and practical lesson planning.
- Assist and organise pre-start cycle maintenance sessions.
- To undertake related administration procedures, including database updates.

Additional Information

Cycling Scotland is committed to appointing a freelance instructor network which reflects the diversity of the population and welcomes applications from people with the appropriate skills from all parts of the community. Cycling Scotland will not discriminate in the recruitment process and may use lawful methods to address the under representation of any group that is identified as being under represented.

Freelance Instructors will not be employees of Cycling Scotland and will be required to issue Cycling Scotland with an invoice to receive payment for work undertaken. The Freelance Instructor will be responsible for reporting their income to HMRC as required by current tax law.

Person Specification

	Essential Skills	Desirable Skills
Relevant Experience	Experience of delivering training.	Experience of delivering Bikeability Scotland training and/or other cycle training courses.
	Experienced and confident cyclist.	
Specialist Knowledge	Knowledge of the National Standards for cycle training and how to apply them effectively.	Successful completion of the 1-day CTA or four day 'Cycle Trainer' course or equivalent cycling qualification.
	Basic bike maintenance skills and a sound understanding of cycle safety.	
	Ability to use common software packages such as Microsoft Office.	
Personal Qualities	Good interpersonal and communication skills.	
	Ability to take the lead in practical situations.	
	Ability to work enthusiastically with school age pupils.	
Additional Job Requirements	Availability during the school day in term time.	
	Willingness to work flexible hours and to travel as required.	
	Access to a well-maintained bike.	
	Must be able to travel independently in Scotland.	
	Contribute to monitoring reports.	

Conditions of Appointment

Interviews will be held on *Thursday 21st February 2019* in Glasgow.

Successful applicants must successfully complete 2-day instructor orientation on *Thursday 14th March and Friday 15th March 2019* and will be paid to attend.

If successful applicants have not completed the 4-day Cycle Trainer Course, they will need to attend and pass this course during the week beginning *18th March 2019*.

The role is Scotland based and may include travel throughout Scotland. Additional CPD sessions will take place roughly every 6 months normally in Glasgow. All instructors will be subject to pre-planned Quality Assurance checks by Cycling Scotland.

Work is dependent on Bikeability Scotland activity and Local Authority requirements. It is expected that most work will take place in the Central Belt, North East and South West Scotland.

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Pay rate

The pay rate for instructing is set at £150 per day (based upon 4 x 90-minute delivery sessions plus planning and review time) plus reasonable travel and subsistence expenses reimbursed in line with Cycling Scotland's expenses policy.

How to apply

To apply for this position, applicants are requested to send a CV outlining relevant work experience (maximum of two pages) and an additional covering letter (maximum of one page) addressing the skills listed in the person specification and the following information to info@cyclingscot

- Your reasons for wishing to become a Bikeability Scotland Instructor
- Any experience working with school age children and Bikeability Scotland training
- The geographic area in which you could operate
- Instruction, teaching and leadership experience
- Any other leadership, coaching or instructor qualifications held
- Availability i.e. how would this position fit in with your other commitments
- The name of two referees who Cycling Scotland can contact.

To discuss the role, you can contact Cycling Scotland's Quality Improvement and Safeguarding Officer Nina Saunders: ninasaunders@cyclingscot 0141 229 5444.

Closing date: 9am Monday 4th February 2019

NB: Applications received after the closing time and date will not be considered.

No agencies please.