

# Cycling Friendly Campus

## 2022/23 Internship programme host application form

**APPLICATION DEADLINE: Wednesday the 9<sup>th</sup> of May 2022**

- Please complete the application fully
- Prospective host institutions are encouraged to contact Cycling Scotland prior to submitting an application.

For further advice and to submit applications please contact  
Scott Thomson, Development Officer:  
[Cyclingfriendly@cycling.scot](mailto:Cyclingfriendly@cycling.scot) / 07525839417

**Please read the placement terms prior to starting an application.**

## I. Background and purpose

With the support of Transport Scotland, Cycling Scotland seek to sponsor paid internships in colleges and universities across Scotland.

Interns will take on the role of **Campus Cycling Officer** (CCO) delivering a range of cycling activities which are aimed at getting more students and staff travelling by bike.

The host application is the first stage of the programme. All stages are detailed in section IV.

## II. Summary of placement terms

1. Placements will run for the 2022/23 Academic Year.
2. Interns will be paid the current Scottish Living Wage of £9.90 per hour.
3. The recruitment provider will arrange interviews, organise contracts and payroll and deal with personnel activities throughout the placement
4. The host organisation must nominate a member of staff to mentor the intern during the course of their placement.
5. The host organisation must provide the intern with access to a workspace and IT equipment, relevant systems and corporate mailbox/email address.
6. The host organisation should complete a standard staff induction (so far as is relevant), with particular emphasis on Health & Safety policy and practice.
7. It is expected that the officer will develop capital funding bids for capital funding such as the Cycling Friendly Campus Development fund and/or other available Transport Scotland infrastructure funding.
8. The host organisation must reimburse interns for any necessary and pre-approved business travel or reasonable expenses, to reflect policy as it might apply to any member of staff.

## III. Recruitment process

- Cycling Scotland will appoint an external organisation to oversee recruitment activities (excluding interviews) and payroll. This organisation will be referred to as “The service provider”
- Cycling Scotland have created a specification for the role of Campus Cycling Officer as attached in Appendix A.
- This specification explains the general purpose of the role, allowing flexibility for appointed Officers to focus on specific challenges identified or targets set by the host organisation.
- The recruitment provider (with support of Cycling Scotland and other partners) will advertise opportunities for approximately six weeks on a variety of different websites and social media platforms.

- The recruitment provider will sift and match candidates according to knowledge, skills and experience.
- The recruitment provider will put forward candidates for interview, undertaken by the host university or college.
- The interview panel will have the duty to select the candidate considered to be best suited to the role and host organisation.
- As funder, Cycling Scotland may ask to be part of the interview panel.
- It is anticipated that interns will take up post in August 2022.
- The service provider Business will provide full details of the recruitment process, timescales and ongoing support to host organisations.

## IV. Indicative timescales

The table below presents the planned schedule of the programme. In view of the UK-wide lockdown resulting from Covid-19, the below dates are provided on an indicative basis and subject to change

<b>Host applications process</b>	Open: 28 <sup>th</sup> of March 2022	<b>6 weeks</b>
	Close: 9 <sup>th</sup> of May 2022	
<b>Shortlist and review of applications</b>	By Friday the 20 <sup>th</sup> of May	<b>1.5 week</b>
<b>Candidate applications process</b>	Open: 4 <sup>th</sup> of June 2022	<b>4 weeks</b>
	Close: Wednesday the 30 <sup>th</sup> of June 2022	
<b>Interviews</b>	Start: 20 <sup>th</sup> of July 2022	<b>2 weeks</b>
	Close: 31 <sup>st</sup> of July 2022	
<b>Placement</b>	Start w/c the 29 <sup>th</sup> of August 2022	<b>34 to 43 weeks (flexible)</b>
	Induction: 25 <sup>th</sup> August 2022 (TBC)	
	Finish: w/c the 12 <sup>th</sup> of April 2021 (Full time) or w/c the 14 <sup>th</sup> of June 2021 (part-time)	

## V. Host application process

The number of available placements Cycling Scotland can support is limited. As such, the **hosts will be selected on a competitive basis**. Applicants are encouraged to contact Cycling Scotland prior to submitting an application.

This application seeks to identify:

- Which institutions demonstrate most potential to increase cycling opportunities that respond to an evidenced need, for a diverse range of people, tackling socio-economic inequalities and increasing access to cycling.
- Which institutions are most likely to effectively utilise the support of an intern to increase cycling as a healthy, active and sustainable travel choice and monitor impact.
- Which institutions are most likely to best support the intern to develop skills and experience, enhancing career prospects and employability.

Please note that, where demand for funding exceeds available monies, consideration will be given to applications that seek to help tackle poverty, reduce inequality and build a fairer and more inclusive Scotland and are consistent with local, regional and national policies and strategies, such as Active Travel Framework, Low Carbon Strategy and the Fairer Scotland Duty.

# ROLE DESCRIPTION

## CAMPUS CYCLING OFFICER (CCO)

INSTITUTION	VARIOUS
CAMPUS LOCATION(S)	VARIOUS
DATE POSTED	JUNE/JULY 2022
SALARY	£9.90 PER HOUR (SCOTTISH REAL LIVING WAGE)
PLACEMENT LENGTH	TBC (AUG 2022 – JUN 2023)

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### BACKGROUND

Cycling Scotland's vision is a sustainable, inclusive and healthy Scotland where anyone, anywhere can enjoy all the benefits of cycling. Cycling Scotland is a recognised Scottish Charity SCO29760.

Cycling Scotland work with a range of partners towards the aims of the [Active Travel Framework](#), with the vision that by 2030, "Scotland's communities are shaped around people, with walking or cycling the most popular choice for shorter everyday journey"

The [Cycling Friendly Campus Award](#) is aimed at encouraging and supporting colleges and universities across Scotland to take a leading role in increasing the number of students and staff traveling by bike.

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### THE ROLE

**With the support of Transport Scotland**, Cycling Scotland seek to identify interns to support campus-based cycling development projects across Further and Higher Education campuses across Scotland.

The candidate will take on the role of **Campus Cycling Officer (CCO)** and support the Sustainability, Health & Wellbeing, Estates team and/or the Students Association (or other relevant department) in delivering cycling projects and activities aimed at getting staff and students travelling by bike.

With support from a mentor, the CCO will be put in charge of designing, planning, implementing and evaluating a cycling project.

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### KEY DUTIES

- i. Support the preparation, development and delivery of cycling initiatives on campus in order to support behaviour change and progress towards/maintain [Cycling Friendly status](#),
- ii. Gather and analyse data relating to cycling activity, in order to prepare and present relevant information and recommendations to colleagues, stakeholders and sponsors
- iii. Undertake a gap analysis of cycling provision on campus and verify key priorities by engaging with staff and students, where necessary.
- iv. Develop and maintain effective partnerships which support the college's efforts to make cycling an attractive travel choice, linking in with wider programmes, initiatives and events
- v. It is expected that the officer will develop capital funding bids for capital infrastructure funding such as the Cycling Friendly Campus Development fund and/or other available infrastructure funding.
- vi. Establish and/or develop and maintain appropriate communication channel(s) relevant to cycling development projects
- vii. Lead on the design, planning, implementation and evaluation of a cycling project(s) and activities which reflect key priorities and feedback from stakeholder engagement
- viii. Assist colleagues to develop and maintain an up to date Cycling Action Plan which will form the basis of future funding bids / opportunities and delivery of cycling initiatives.
- ix. Identify and assist in applying to/securing funding when and where appropriate.

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## THE CANDIDATE

We are looking for an enthusiastic individual who is committed to promoting the benefits of cycling as a healthy, sustainable and affordable travel option.

Experience of organising and running events would be an advantage whilst good communication skills, initiative and the ability to engage with varied audiences is essential.

This is an excellent development opportunity and we are keen to receive applications from students seeking a career in environmental sustainability, health and/or transport.

Applications are open to graduates as well as individuals with HNC/HND qualifications and those with equivalent knowledge and experience.

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## SKILLS AND EXPERIENCE

ESSENTIAL	DESIRABLE
An enthusiasm for and appreciation of the benefits of cycling	Knowledge of active travel, environmental, health and sustainability programmes and initiatives in Scotland
Strong written and verbal communication skills	Experience of workshop and event planning and delivery
Strong presentation and report writing skills	Experience of creating action plans and developing strategies
Ability to motivate and influence others	Experience of engaging and managing stakeholders
Able to manage own workload and contribute to team objectives	Understanding of managing projects and budgets