

Job Description and Person Specification

JOB TITLE: Cycling Support Officer

EMPLOYMENT STATUS: Permanent

RESPONSIBLE TO: parkride coordinator

SALARY: £12 per hour

HOURS: Variable

WHERE: **Main Base:** Pinewood Head Office, B32 3BZ
Secondary Base: Locations across the West Midlands

	CRITERIA	EVIDENCE
Knowledge and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of supporting adults & children with varied additional needs using a person centred approach • Experience of cycling • Identifying individualised needs and outcome planning • Experience of communicating effectively with stakeholders (inc: citizens, families/carers, volunteers) 	Application Form and Interview.
Skills	<p>Essential</p> <ul style="list-style-type: none"> • The ability to work as part of a team as well as on your own initiative. • Excellent interpersonal and communication skills, both written and oral and organisational skills • The ability to plan and manage your own time and manage your own workload. • Utilising IT systems and equipment inc: Microsoft office applications (word and excel). • Flexibility to work evenings and weekends. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working with volunteers • Knowledge of accessible communication tools • Experience of facilitating and delivering activities • Knowledge of the voluntary sector • Have a current driving license, and willing to drive a long wheel-based van to various locations across the West Midlands. 	Application Form and Interview.

Who We Look for?

Are you a **warm, personable**, and highly **motivated** individual who work as part of busy team?

Do you have **passion** for what you do, are you an effective **communicator, motivator** and have good **problem-solving** skills?

The Cycling Support Worker will work alongside an experienced and established team across the West Midlands.

You will work with colleagues across Midland Mencap and local community assets to develop joint activities and opportunities as possible.

You would work alongside the coordinator to promote and attract new participants to parkride and to assist in the planning and delivery of a wide range of cycling and leisure opportunities based on identified need.

We place a high value upon **integrity, ethical standards**, and a commitment to **excellence**.

If you have experience of working with children and young people as well as adults with learning disabilities, that's a bonus. We value transferable **skills** from other sectors and provide comprehensive training to all our staff.



What does a Cycling Support Officer do?

Midland Mencap is looking to appoint a Cycling Support Worker who will work alongside colleagues to turn Midland Mencap 's vision and mission into a reality.

Working closely with colleagues, you will be part of a highly responsive service that supports the delivery and development of accessible and inclusive cycling opportunities to individuals and families across the West Midlands. Enabling access to cycling helps to increase self-confidence improves health & wellbeing and can assist in developing communication and social skills. You will have a good understanding of potential barriers facing our service users, as well as a commitment to maintain and uphold the rights of such individuals.

You will support the development of cycling for individuals through training in cycling safely and will help to provide an outcome focused, person centred support across the West Midlands, empowering people to become active members of their community.

You will be responsible for ensuring that citizens are supported to access meaningful opportunities and to achieve their own personal goals and ambitions. You will assist with the planning and delivery of the parkride sessions and to promote parkride cycling to all abilities across all communities.

Job Description and Person Specification

The ideal candidate will be able to work well within an established and experienced team as well as using their own initiative when communicating with staff, families and professionals.

Key Tasks:

- To deliver and support cycling sessions as part of the parkride programme.
- To assist or facilitate cycling taster for groups of all abilities.
- To be familiar with use and assembly of technical equipment, e.g., Cycles.
- Provide support and guidance to volunteers.
- Represent the charity at a range of events, conferences and exhibitions as requested by management.
- Update and maintain online databases.
- Collate evidence and impact against service outcomes.
- Develop positive relationships with participants to support them to fully engage in activities and to remain as independent as possible.
- Maintain accurate records as directed.
- Carry out any other tasks as deemed appropriate by the organisation.

This job description is an outline of the duties and responsibilities a Cycling Support Worker will be expected to fulfil. It may be reviewed at any time according to the changing needs of the service.

Midland Mencap reserves the right to alter the content of this job description, after consultation, to reflect changes to the position without altering the general character or level of responsibility. The duties carried out in this job description must be carried out in a manner that promotes equality of opportunity, dignity and due respect of all employees and citizens and is consistent with Midland Mencap equal opportunities policy.