

## Cycle Training Instructor

### Job Description and Person Specification

<b>Job Title:</b> Cycle Training Instructor
<b>Organisation:</b> BikeRight!
<b>Purpose:</b> Delivery/administration of cycle training sessions
<b>Reporting to:</b> BikeRight! Operations Manager, BikeRight! Training Manager
<p><b>Main duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Plan and deliver cycle training sessions - Bikeability courses and other cycle training</li> <li>• Ensure delivery of Bikeability courses are in line with the National Standard and Bikeability Delivery Guide</li> <li>• Work with fellow instructors to deliver progressive, enjoyable and inclusive sessions</li> <li>• Provide accurate and instructive assessments of riders taking part in sessions</li> <li>• Communicate and liaise effectively with pupils, school staff, parents / carers and clients</li> <li>• Carry all necessary equipment to and during training sessions</li> <li>• Adhere to the BikeRight! guidelines on Duty of Care for riders</li> <li>• Adhere to the BikeRight! guidance on Safe Training Practice and Management of Risk</li> <li>• To ensure that all rider related paperwork - assessment records and certificates of rider progression - is completed accurately and in a timely manner</li> <li>• Report all course information and feedback promptly to BikeRight online management system - CCOMS</li> <li>• Promote BikeRight! and maximise its reputation</li> <li>• Any other duties as requested by the Operations Manager and Training Manager</li> </ul>
<p><b>BikeRight! will provide:</b></p> <ul style="list-style-type: none"> <li>• The 1st4sport L2 Award in Instructing Cycle Training</li> <li>• Award in Emergency First Aid at Work - Level 3</li> <li>• Educare Child Protection in Sport and Active Leisure - Level 2</li> <li>• An enhanced Disclosure and Barring Service (DBS) check</li> <li>• Basic Cycle Maintenance training</li> </ul>
<p><b>Person Specification: Essential requirements</b></p> <ul style="list-style-type: none"> <li>• Be enthusiastic about cycling, with an understanding of cycling as a sport, means of transport, leisure pursuit and healthy form of exercise</li> <li>• Be able to share your enthusiasm for cycling</li> <li>• Be able to cycle competently, confidently and consistently to Bikeability Level 3 standard</li> <li>• Own a bicycle and wear a cycle helmet, if required, when training in schools</li> <li>• Have internet access and a mobile phone</li> <li>• Enjoy working outdoors</li> <li>• Have thorough organisational skills</li> <li>• Have an outgoing personality</li> <li>• Be punctual, presentable, trustworthy, honest and reliable</li> </ul>

- Be committed to continuing professional development (CPD) for improving the quality of cycle training
- Be pro-active and use initiative
- Be able to work effectively within a team
- Be able to work 5 days a week during school term time
- Be committed to the well-being and reputation of the company
- Be over 18 and able to communicate effectively in English (this includes listening, speaking, reading and writing).

**Desirable requirements**

- Experience of working in schools
- Experience of working with young people

**Benefits:**

- Discounted staff rates on bikes, equipment and clothing
- Work based Pension available