

Employment and Skills Project Manager



Introduction:

Bikeworks is looking for an Employment and Skills Project Manager to join our team, who will implement our newly designed employment and skills programme we call **Cycle into Work**.

To connect opportunities in the cycling sector to people across London who find themselves unemployed, or at risk of poverty, because of COVID-19, Bikeworks has created an ecosystem of opportunity internally, while developing opportunities externally with our stakeholders.

To develop the skills required for entering into work within the cycling sector, we use our City and Guilds Awards Centre status and Cycle Instructor Centre to design targeted programmes. This includes a skills progression pathway into employment for both young people and adults, where participants can achieve an *Employability L1 and L2 qualifications*, in addition to a range of “bolt-on’s”, including *Cycle Maintenance, Cycle Instructor, Cycle Delivery, Cargo Cycle, and Micromobility training*.

To take us to our next stage of development, the Project Manager will scale the programme whilst continuing to prioritise quality delivery. They will oversee relationships with external stakeholders, including Local Authorities, Funders, DWP, Businesses and specialist organisations. While developing an opportunities pipeline in collaboration with the Bikeworks Team, supporting the Head of Business Development and CEO to identify roles and vacancies for beneficiaries of the **Cycle into Work** programme. Integral to this will be the creation of work experience placements internally of Bikeworks to develop beneficiaries for a range of cycling roles.

Our environment is supportive and energetic. We are a small collaborative team, who deliver incredible social impact as a not-for-profit social enterprise. This includes being recognised for our work during lockdown, when Bikeworks transformed into an emergency cycle delivery service for vulnerable and shielded Londoners.

The Employment and Skills Project Manager role is an important member of the team, partnering with colleagues to build and connect training, progression, and employment opportunities throughout the organisation. The role reports directly to the Operations Manager, and will work with our CEO, Business Development Team, and Programmes Manager. The role line manages the Employment and Skills Lead Tutor and will manage the sustainable growth of the project team. The role serves as point person for Kickstart placements throughout the organisation and is expected to deliver on the ground when needed to ensure smooth project implementation.

About Bikeworks:

Bikeworks is an East London community-evolved social enterprise that uses cycling as a tool to tackle social, economic and environmental challenges across London. We were established to capitalise on the rapid growth of cycling following the announcement of the London 2012 Games and how this could be harnessed to address the inequalities being experienced by those most likely to be left behind.

Bikeworks uses cycling to engage children, young people and adults, providing specialist support to disabled people, including people with a learning disability and mental health support needs, in addition to young people at risk, older people and carers. Our work is impactful on a daily basis.

Over our 15 year history of delivering programmes we have supported thousands of people and changed lives. We do this through delivery of our inclusive cycling clubs, accredited employment and training programme, team building challenges, public bike maintenance, cycle training for children and adults, and much more.

As a not-for-profit social enterprise we reinvest our profits back into our community programmes. Bikeworks has a mixed income model, providing us with sustainability over the long-term.

Salary and Conditions:

- £28,000 - £30,000 depending on experience
- Full Time 35 hours per week (Core times Mon - Fri, between 09.00am - 6.00pm)
- 25 days holiday + Public Holidays
- Pension contribution
- Participation in the Cycle to Work scheme
- Initial 6-month contract, with the expectation of continuation
- London-based role

To apply for this role, please read the Job Description and Person Specification.

Send a CV and Covering Letter to loke.davis@bikeworks.org.uk

In the Covering Letter please provide examples of how you meet the Person Specification, outlining your skills and experience, and also answer the following two questions:

- What is your proudest achievement to date?
- What are the potential opportunities in the cycling sector for creating employment, and why?

Deadline for Applications: midnight, Sunday 11th July 2021

Interviews Dates: Wednesday 14th and Thursday 15th July 2021

Start Date: 26th July 2021

Employment and Skills Project Manager

Job Description

Scope of the Role:

The role is responsible for overseeing and implementing the Bikeworks employment and skills programme, we call Cycle into Work.

You will focus on the continuous development of delivery, in-line with the changing opportunities presented by the cycling sector. Making sure the programme is relevant and of high quality. As a team player, you will create a welcoming and supportive environment, providing encouragement to unemployed young people and adults as they develop their new skills and overall confidence with Bikeworks. This includes a specialist targeted support cohort for people with a learning disability and/ or mental health support needs.

You will be collaborative in your approach working with other team members to achieve the goals of the programme, maintaining good relationships and providing clear communication across people, both internally and externally of Bikeworks.

It is our expectation that as we develop this important area of delivery, you will want to develop with us.

Job Purpose:

The role will lead on and oversee the employment and skills delivery for young people and adults. Working with key staff, including the Employment and Skills Lead Tutor, you will ensure the programme adheres to funder requirements, while remaining relevant to the cycling sector and the growth of new jobs, maintaining an inclusive and welcoming approach at all times.

- To identify and maintain productive relationships with all stakeholders and beneficiaries of the Cycle into Work programme.
- To oversee the recruitment, assessment and induction of young people and adults onto the Cycle into Work programme.
- To supervise the delivery of accredited courses to a high quality standard and ensure sufficient quality assurance practices are in place and implemented.
- To lead on the design of programme offers, working closely with the Employment & Skills Lead Tutor in curriculum development, ensuring it meets the needs of the cycling sector.
- To supervise and support the delivery of the Qualification framework and learning programme.
- To provide participants with the appropriate information, advice, guidance, and support.

- To develop with colleagues a range of work placement opportunities for young people and adults both internally and externally of Bikeworks.
- To identify paid employment and advancement opportunities using the relationships of Bikeworks, working with employers to develop beneficiaries on the programme to be able to compete in the job market.
- To support the peer assessment and internal verification requirements of the awarding body status, as led on by the Employment and Skills Lead Tutor.
- To keep up to date with new legislation, procedures, opportunities and techniques that benefit the Cycle into Work programme.
- To take reasonable care for the health and safety of participants in accordance with legislation, and government guidelines.
- To organise and deliver the programme, supervising the Employment and Skills Lead Tutor and coordinating other team members for the delivery of sessions as required.
- To meet the key performance indicators attached to contractual delivery and funder requirements.
- To oversee and manage all Cycle into Work referrals, acting upon these in a timely and friendly manner.
- To actively pursue external relationships that will engage unemployed young people and adults onto the programme.
- To use, update and maintain data on the internal CRM system, for the tracking of KPI's and outcomes.
- To oversee the correct inputting and managing of data, e.g. attendees details, pass levels, etc. in collaboration with the Lead Tutor and other team members.
- To act as an ambassador for Bikeworks, representing the organisation externally and leading by example.
- To provide information to support new business opportunities to the CEO and Head of Business Development.
- To provide accurate and timely information to the Finance Manager, as required.
- To attend and be proactive in contributing to Team Meetings, One to Ones, Development Sessions and other meetings as requested.

Employment and Skills Project Manager Person Specification

Essential Skills & Experience

- Knowledge of the cycling sector and its opportunities
- Experience of supporting young people and/ or adults to progress into work or training
- Experience of successfully coordinating a project or service delivery area
- Ability to plan, write, deliver and evaluate training into work sessions for accredited programmes
- Knowledge of offering information, advice and guidance to young people and adults
- Experience of working on own initiative, to organise and prioritise work
- Effective use of ICT within a learning environment, including familiarity with standard Gsuite and Microsoft packages, Word, Excel and Outlook
- Experience of effective communication with a wide range of people, including excellent oral and written communication
- Experience of effective team working and knowledge of what makes a good team
- Ability to work flexibly
- Excellent organisational skills
- Strong alignment with the values of Bikeworks and the ability to champion these

Reporting to: Operations Manager

Line Management Responsibility: Employment and Skills Lead Skills Tutor and additional team members as the programme continues to grow.