



Bikeworks Freelance Instructor

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 and micro mobility activities 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. We use the cycle to get people physically active, keep well, and feel connected. We focus on communities across London where stubborn health inequalities exist.

Our environment is supportive and energetic. We are a small collaborative team, who deliver incredible social impact as a not-for-profit social enterprise. 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.

Bikeworks' programs are designed to achieve the following outcomes for beneficiaries and the general public more widely:

- Empower people to incorporate off and on-road cycling into their lives to the extent of their ability
- Increase physical activity
- Increase wellbeing (physical, mental, and economic), and
- Increase connectivity (people and places)

Our training takes place all over London and is focused around our fixed location Inclusive Cycling Hubs in The Queen Elizabeth Olympic Park, Victoria Park, Little Wormwood Scrubs and Inwood Park. We also



have indoor bike workshop/training spaces in the Olympic Velodrome (Stratford) and Maxilla Walk (Ladbroke Grove) where we deliver maintenance courses, instructor training and a wide range of other programs. We also deliver ad hoc work such as pop up Dr Bikes and Pop-up All Ability sessions in parks and businesses as requested by funders. Therefore instructors are required to be adaptable and mobile.

Purpose/ tasks of the Freelance Instructor role

- To provide participants a warm welcome and encouraging attitude, sharing appropriate information, advice, guidance, and support related to the particular project area.
- Share knowledge of Bikeworks' other project areas with a view to connecting participants to other opportunities within the Bikeworks eco-system of services.
- To deliver engaging National Standard cycle or scooter activities to groups in collaboration with one or more other instructors.
- To motivate participants with a wide range of physical and mental health issues and differing skill levels.
- To collaborate with Bikeworks colleagues from other program areas and from the coordination team to utilise and maintain shared resources appropriately (eg PPE supplies, the bike fleet and storage facilities).
- To assess participants' needs and adapt the program dynamically according to the group dynamics, interests and health and fitness levels.
- To carry out dynamic risk assessment of activities, including planning, risk assessing and documenting.
- To carry out administrative tasks such as recording participant attendance and achievements and report in a timely way using online systems.
- To facilitate the collection of good news stories and case studies by notifying project manager of possible participants who may be willing to be interviewed/photographed
- To take reasonable care for the health and safety of participants in accordance with legislation, and government guidelines.

Person Specification

Essential Skills and Experience



- Have a positive and welcoming manner with the ability to motivate others and engage with people from a wide range of backgrounds, including people with physical or learning disabilities.
- Be a competent and confident cyclist able to ride to Level 3 of the national standard and be in possession of a roadworthy bike on which to deliver cycle training
- Be a registered 1st4sport level 2 award instructor (Provisional or Fully qualified)
- Experience of leading or managing groups of cyclists/e-scooter trainees either on or off road with the ability to adapt session activities to the needs and interests of a varied group.
- Knowledge of the local area where the sessions are to be delivered and an ability to select locations suitable for the delivery of cycle/e-scooter training activities.
- Ability to travel using your own bike to a range of locations to deliver sessions.
- Ability to assess a cycle for roadworthiness and make basic adjustments to ensure it is roadworthy.
- Able to dynamically identify, minimise and manage risk and adhere to Bikeworks reporting requirements.
- Ability to represent Bikeworks in a professional manner.
- Have good organisational and communication skills with the ability to carry out diary management, administrative and record keeping duties in a timely and accurate manner.
- Hold a current First Aid at work qualification (or be willing to provide one at your own cost)
- Be in possession of or willing to undergo an enhanced DBS check (or be willing to provide one at your own cost).
- Safeguarding training qualification as recommended by the Bikeability Trust (or be willing to provide one at your own cost)
- Be willing to take part in internal and external monitoring.
- Be willing to Observe other instructors teaching specialised courses/ sessions (unpaid) which you are not familiar with as part of your induction.

Desirable skills and experience

- Have prior experience of delivering a range of national standard cycle training to a range of ages, abilities and group sizes.
- Ability to identify and fix a range of common bike maintenance issues, using your own tools.
- Be a competent and confident scooter user able to ride on and off road, or be interested in learning.

Salary and Conditions:

This is a freelance role paid at £18/hr.



Project Areas:

Inclusive Community Cycling Program

This program comprises three areas: Cycling for Wellbeing, All Ability Clubs and Ride Side by Side Activities. Ride Side by Side 'pilots' are not national standard instructors and follow another recruitment pathway.

The Inclusive Community Cycling engages people with low-confidence, disabled people, people with mental health needs, and older isolated people, and carers, including people with a learning disability, MS, and cerebral palsy.

Cycling for Wellbeing Instructor

Reports to: Cycling for Wellbeing Project Manager

Course content: Modelled around the [NHS 5 Steps to Mental Wellbeing](#), the 8 session/ 4 week program encourages people to form **sociable networks**, **pay attention** to the present moment, **learn new skills** and incorporate regular **physical activity** into their lives and be introduced to ways to '**give to others**' through volunteering. Participants are referred to the program through social prescribers who are embedded in GP practices, by mental health professionals and community groups. Participants must already ride a bike but may not have ridden for a long time, are not confident, are socially isolated or have physical or mental health issues.

Format of the course: 8 sessions two times a week- each session is 2 hrs long, instructors are paid an additional hour for admin, set up, route surveying and other tasks. Instructors work in pairs and decide the routes and locations of the course depending on the skills/ abilities of the participants. Bikeability skills are taught as a means to going on longer rides to places of interest. Instructors also deliver lead discussions on mindfulness and wellbeing.

Locations of the work:

- **In East London-** the sessions take place mainly off road starting in our hubs in Olympic Park or Victoria Park and exploring Hackney Marshes/ canals and the Lee Valley.
- **In West London-** sessions are based around our hub near Little Wormwood Scrubs and more riding takes place more on road, linking parks and green spaces and visiting wellbeing locations.

All Ability Inclusive Club Instructor

Reports to: All Ability Project Manager



Course content: Drop-in, free to use at point of use, all ability inclusive cycling clubs that take place on a regular basis in fixed locations throughout London. Ideal for people with a wide range of learning needs or physical disabilities. Large range of adapted bikes available to try, carers and support workers are encouraged to come along and ride too. Participants take a bike for 20-30 minutes to ride with their friends/ family in the park for exercise and fun. Instructors provide a fun and sociable welcome, and assist individuals to select and try different bikes that might suit them. Many regular participants come who are familiar with the clubs and the instructors.

Format of the course: 2-3 hr each session up to one or two times per week in any one location, regular work at fixed clubs can be possible.

Locations: Regular shifts are available in our hubs in the Olympic Park and Victoria Park- Tower Hamlets, Little Wormwood Scrubs Park- Kensington & Chelsea, Inwood Park- Hounslow.

Pop up/ Mobile Clubs also operate in a wide range of other locations across London with current summer schemes in Higham Hill Park and Leyton Jubilee Park- Waltham Forest, Central Park- Beckton District Park South- Newham.

Schools course Instructor

Reports to: Cycle Training project manager

Course content: Primary schools book their Bikeability course with Bikeworks as the recognised provider in the boroughs of Hammersmith & Fulham and Hounslow. A lead instructor and a co instructor teach Bikeability Level 1 & Level 2 following the National Standard curriculum.

Format of the course: Most courses are a 5-day course (Monday to Friday). Instructors teach 3 groups per day to progress them from Level 1 off-road to Level 2 on-road skills during school hours (9am to 3pm). As part of the cycling instructor role, you will be required to do risk assessments, update registers and issue Bikeability certificates.

Locations: Primary Schools throughout Hammersmith & Fulham and Hounslow.

One to One sessions Instructor

Reports to: Cycle Training project manager & Cycle coordinator

Course content: Bikeworks delivers free 1:1 cycle training across London, in order to meet our social enterprise objective of building a more diverse cycling community. For that reason we support thousands of adults and children each year to complete cycle training (cycle skills). We train members of the public who live, work or study in the boroughs of Tower Hamlets, Hammersmith & Fulham and Hounslow. We deliver 1:1 cycle training to all ages (over 16's in Hounslow only)



We also run specific projects such as Family Cycle Training, Holiday courses for children during school holidays, Balance and Learn to Ride courses.

Format of the course: 1:1s are 2 hours long sessions that are managed by yourself. Instructors upload their availability on a CRM system called Simply Book - Trainees book the sessions directly.

Family Cycle training is a 3 days course, while holiday course, Balance and Learn to Ride courses are 5 days long courses.

Locations: Tower Hamlets - Hammersmith & Fulham - Hounslow.

E-scooter Instructor

Reports to: Micro Mobility Project Manager

Course content: these are free e-scooter training sessions for residents in London who want to learn skills and gain confidence using e-scooters. As part of the TFL e-scooter trial, these sessions are being run in partnership with TIER, who are offering free ride credits to hire e-scooters using their app.

Instructors should be a registered 1st4sport level 2 award instructor (Provisional or Fully qualified). Bikeworks will provide paid e-scooter instructor training for this role.

Format of the course: Training sessions are two hours long and will be delivered in small groups. Training will cover 'off-road' skills training in a controlled environment, as well as on road training on local roads. Training sessions for the public will be held on weekends, and either a morning or afternoon slot (multiple sessions will be run in the same day where there is enough demand). Instructors will be paid for 15 mins before and after the session to account for organising and preparing the equipment.

Locations: Training sessions are taking place in various boroughs participating in the TFL e-scooter trial including; Kensington & Chelsea, Ealing, Hounslow.