

Cycle Instructor Role Bikeability | Freelance

Purpose: Delivery and administration of cycle training sessions

Reporting to: Project Manager and Business Operations Manager

Delivery Locations

Bikeworks delivers cycle skills training in community settings, park locations and schools, across London and including:

Tower Hamlets

Hammersmith & Fulham

Kensington & Chelsea

City of London

Other London boroughs on ad-hoc basis

Salary and Conditions:

This is a freelance role paid at an hourly rate.

Activity Descriptions:

See separate information sheets providing in-depth detail.

Delivery includes Schools, One-to-One, Group and Family cycle skills. As an inclusive organisation Bikeworks takes participants' needs into consideration, including Special Educational Needs, Disabilities and Health Condition, making reasonable adjustments to the session as appropriate.

The Role:

- Plan and deliver cycle training sessions for Bikeability courses and other cycle training.
- Ensure delivery of Bikeability courses are in line with the National Standards and Bikeability Delivery Guide.
- Provide riders with a warm welcome and encouraging attitude.
- Work with other Bikeworks instructors to deliver progressive, enjoyable and inclusive sessions.
- Provide accurate assessments of riders' skills and deliver feedback in a positive way which encourages development.
- Communicate and liaise effectively with colleagues, participants, pupils, school staff, members of the public, and clients.
- Carry all necessary equipment to and during training sessions (bike, helmet, first aid kit, cones, hi-vis, multi tool, pump etc.).

- Ensure all rider related paperwork/ online systems are completed accurately and in a timely manner as required by the Project Manager (registers, assessment records and certificates of rider progression etc.)
- Promote and be a Champion for Bikeworks, maximising its reputation
- Have internet access and a mobile phone
- Any other duties as reasonably requested by the Project Manager and Business Operations Manager.
- Notifying the Project Manager of riders who may be willing to be interviewed/photographed.
- Take reasonable care for the health & safety of riders in accordance with legislation & guidelines.
- Be aware of and follow Bikeworks policies and procedures.

Person Specification

Essential Skills and Experience

- Be enthusiastic about cycling, for physical fitness, wellbeing and travel.
- Be a registered 1st4sport level 2 award instructor (Provisional or Fully qualified)
- Keen cyclist and be able to cycle competently, confidently, and consistently to Bikeability Level 3 standard
- Be committed to continuing professional development (CPD) for improving the quality of cycle training
- Have a positive and welcoming manner
- The ability to motivate others and engage with people from a wide range of backgrounds, ages and skills level.
- Good organisational skills
- Professional relationships skills
- Time management skills,
- Ability to work well in a team
- Communication skills (this includes listening, speaking, reading and writing in English).

You must:

- Be over 18 years
- Be in possession of a roadworthy Cycle on which to deliver cycle training
- Hold an enhanced DBS certificate for working with children (dated within the last three years or be on the DBS update service)
- Hold an Emergency First Aid at Work certificate (dated within the last three years)
- Hold a Level 1 Safeguarding Children certificate (dated within the last three years)
- Be willing to take part in internal and external monitoring.

- Be willing to observe other instructors' teaching sessions (unpaid) which you are not familiar with as part of your induction.

Accessing training:

Bikeworks can support you in obtaining certificates for First Aid and Safeguarding, and DBS certificates, at a fee. Please speak to the Project Manager or Coordinator to find out more.