

## **Cycle Instructor All-Ability Role | Freelance**

**Purpose:** Delivery and administration of All-Ability cycling sessions  
**Reporting to:** Project Manager and Business Operations Manager

### **Delivery Locations**

Bikeworks delivers inclusive cycling All-Ability sessions at regular park locations, at events, during the school holidays and as pop-up sessions across London, including:

Tower Hamlets  
Newham  
Waltham Forest  
Enfield  
Hammersmith & Fulham  
Kensington & Chelsea  
City of London  
Other London boroughs on an ad-hoc basis

### **Salary and Conditions:**

This is a freelance role paid at an hourly rate.

### **Activity Descriptions:**

See separate information sheets providing detail on the type of delivery.

All-Ability clubs, sessions and events are an inclusive cycling activity, designed to meet the needs of disabled people, people with health conditions and carers. Delivered at off-road park locations.

### **The Role:**

- Provide riders with a warm welcome and encouraging attitude.
- Treat everyone with respect and dignity, taking personal responsibility to understand the different needs and specific adaptations of participants.
- 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.
- Ensure the session delivery focuses on responding to the varying dynamics and needs of the people attending.
- Communicate and liaise effectively with colleagues, participants, carers, and members of the public.
- Ensure the session equipment required for each location is replenished, for example helmets, first aid kit, cones, hi-vis, multi tool, pump etc. Highlighting any equipment replacement.
- Accurately complete rider related information using the online system in a timely manner as required by the Project Manager (participants information, attendance at sessions, accidents/incidents, need-to-knows)
- Promote and be a Champion for Bikeworks, maximising its reputation
- 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.
- Any other duties as reasonably requested by the Project Manager and Business Operations Manager.

## **Person Specification**

### **Essential Skills and Experience**

- Be enthusiastic about cycling, for physical fitness, wellbeing and travel.
- Believe in Bikeworks vision and mission as an inclusive cycling organisation.
- Keen cyclist and be able to cycle competently, confidently, and consistently.
- Have a positive and welcoming manner
- The ability to motivate others and engage with people from a wide range of backgrounds, ages, disabilities and skills level.
- Good organisational and time management skills
- Professional relationships 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
- Hold an enhanced DBS certificate (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)
- Be willing to take part in safeguarding and disability awareness training.
- Be willing to take part in internal and external monitoring.

**Accessing training:**

Bikeworks can support you in obtaining certificates for First Aid and Safeguarding, and DBS certificates, at a fee. In some instances we may be able to offer free, or at a reduced rate, access to training. Please speak to the Project Manager or Coordinator to find out more.