JOB SUMMARY

Post Title	*Casual Bikeability Cycling Instructor*						
Job Family	*Service Delivery*	**Pay Range**	*06*	**Line Manager to others?**	**Yes /No**	**Role profile ref**	*SD06*
Service Area	*Community Services / Sports Unit*						
Line Manager	*Senior Sports Development Officer*						
Location	*On site / County Hall*						

Job Purpose To deliver National Standard Bikeability Cycle Training at schools on the Isle of Wight including basic skills off-road course (Level 1) and basic on-road training course (Level 2).

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)
6-8 bullet points max

1. To deliver the National Standard Bikeability Cycle Training as organised by the Isle of Wight Council. Training is delivered in accordance with the national model of delivery by accredited Bikeability Cycling Instructors.
2. Complete course paperwork including registers, assessments, course reports and results as required.
3. Provide risk assessments of the trainees, cycles and the training area (including on-road locations).
4. Collection of consent forms at the start of training sessions.
5. To be accountable for the safety and welfare of colleagues and trainees through the risk assessment process.
6. Ensure training is delivered in line with the Isle of Wight Council's health and safety policy with an awareness of accident and incident reporting procedures.
7. Enable trainees to cycle safely, promoting cycling as a means of transport and a fun, healthy activity.
8. Any other duties of a related nature which might be reasonably required and allocated by the Senior Sports Development Officer.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.		**E**	
Self-motivated with the ability to work to clearly defined targets / deadlines.	*Ability to be decisive, maintain good discipline, inspire confidence and give encouragement.*	**E**	
Awareness and understanding of the customer's needs.		**E**	
Evidence of practical experience in an appropriate work environment and ability to advise others on relevant issues.	*Ability to work in all weather.* *Regular and competent cyclist and knowledge of the Highway Code*	**E**	
Safe and competent use of relevant equipment / tools.	*Demonstrable ability to safely use and maintain a bicycle*	**E**	
Knowledge of relevant health and safety procedures.	*Knowledge and experience of writing and conducting risk assessments.*	**E**	
Ability to communicate clearly with sensitivity and empathy to build trust both one to one and with groups.	*Able to communicate effectively with trainees at a group and one to one level including children, parents and school personnel.*	**E**	
Ability to follow routines, carry out set plans, record and monitor information accurately.	*Proven ability to plan sessions for all to enjoy and to monitor and respond to participants progress*	**E**	
Basic literacy and numeracy.		**E**	
Practical knowledge of ICT systems.	*Ability to work with basic IT applications to record results, risk assessments, registers and course reports.*	**E**	
Able to maintain accurate records as and when required.	*Experience in keeping and maintaining accurate records results and feedback.*	**E**	

Qualifications

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		**E**	
GCSE level qualifications or equivalent experience		**E**	
Hold a first aid certificate			**D**
Level 2 Award in Instructing Cycle Training			**D**
European Computer Driving Licence or equivalent	Base level understanding of how to operate a computer and use various applications Knowledge of Word and excel or other similar applications		**D**

Other Requirements

A enhanced DBS will be required with this role

Access to transport

May be required to undertake additional duties as commensurate with your grade

Organisation Structure (optional)