Coventry City Council

Job Description and Person Specification

Cycle Training Instructor

Job Details	
Grade	GRD3
Service	Transport & Innovation
Location	City Wide
Job Evaluation Code	D2534D

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:
Open and fair: We are open, fair and transparent.
Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.
Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.
Create and innovate: We embrace new ways of working to continuously improve the services we offer.
Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.
Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

The role involves working in a team to deliver safe, inclusive cycle training, following Bikeability guidance and Coventry City Council procedures. Responsibilities include preparing learners and equipment, assessing abilities, adapting sessions, and maintaining accurate records. The role supports road safety, cycling confidence, and sustainable travel in Coventry. Applicants must be registered Bikeability instructors with current first aid and safeguarding training. Those with transferable skills may apply, with training provided if needed. Work is based on 900 annualised hours, primarily during school terms.

Main Duties & Key Accountabilities

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Assessing learners consistently against the relevant Bikeability guidance and providing appropriate feedback to learners, schools, parents or carers.
Being friendly, engaging, approachable and comfortable working with children
Carrying out dynamic risk assessments before and during delivery; identifying hazards and taking appropriate action to protect learners, colleagues and members of the public.
Contributing to quality assurance, observation and evaluation activity and using feedback to improve delivery.
Delivering clear demonstrations, practical coaching and constructive feedback, adapting the pace and approach to learners' age, ability, confidence, additional needs and communication requirements.
Following safeguarding procedures at all times.
Giving first aid to trainees or colleagues if required
Liaising professionally with school staff, parents/carers, members of the public, community partners and Council colleagues to support effective session delivery.
Maintaining complete, accurate and timely registers, consent information, assessment records, incident/near-miss reports and other programme documentation, using Council systems where required.
Ensuring your instructor registration, first-aid competence and required continuing professional development is up to date, and attending briefings, standardisation activity and training as requested.
Planning and preparing for sessions, including checking routes, training areas, participant information and equipment, in line with agreed procedures.
Setting a role model for children to follow by working well in a team of other accredited instructors
Supporting an inclusive learning environment, promote positive behaviour and manage groups calmly and professionally.
Travelling independently between delivery locations across Coventry and being punctual, reliable and available for the sessions accepted.
Undertaking cycle and helmet safety checks and ensuring that Council equipment is used, transported, stored and reported safely and responsibly.

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Key Relationships	
External:	Schools; Members of the public; Children; Parents/carers; Community organisations; Training partners
Internal:	CCC Transport policy team; CCC Fleet team; CCC Road Safety team; CCC Safeguarding leads; CCC Education team; CCC Children's Services team

Standard Information

Post holders will be accountable for
● carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
● any other duties and responsibilities within the range of the salary grade.

Responsible for

No People Management Responsibilities

Person Specification

Requirement Type	Int	App	Ass	Requirement
Experience		x		Working in a team environment, particularly outdoors.
Experience		x		Working with children, particularly outdoors.
Experience			x	Cycling in a variety of road traffic conditions.
Knowledge	x			Aware of the benefits achieved from facilitating more cycle journeys.
Knowledge			x	Aware of what is a roadworthy bicycle.
Knowledge	x			Understands the importance of health and safety, safeguarding, and first aid.

Skills And Ability	x			Able to communicate with a wide range of people, including children.
Skills And Ability		x		Able to keep accurate records using digital devices, e.g. bookings and details of training.
Skills And Ability				Able to travel independently to various sites throughout the city.
Special Requirements	x		x	This role falls under the Rehabilitation of Offenders Act 1974, requiring a satisfactory Disclosure and Barring Service (DBS) police records check for appointment.