

Job Description and Person Specification

Role: Cycle Training Instructor



Job Description

Job Title	Cycle Training Instructor
Grade	3
Service	Traffic & Network Management
Reports to	Traffic Management – Principal Officer
Location	Friargate One
Job Evaluation Code	TBC



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: 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:



About the Service your team will provide

The purpose of this role is to deliver Bikeability training in Primary Schools across Coventry in line with the Bikeability funding; received from the Department of Transport. You will need to:

- Ensure the training courses are run smoothly and safely.
- Encourage participants to cycle safely.
- Promote cycling as a sustainable and enjoyable activity.

Bikeability is the government's national cycle training programme. It helps children learn practical skills and understand how to cycle on today's roads so that they can cycle with confidence.

Main Duties & Key Accountabilities

- Deliver cycle training sessions with schools and other community groups.
- Liaise with Cycle training Team and other City Council staff regarding the organisation and delivery of cycling courses.
- Ensure equipment is available and maintained in good condition for the smooth and safe running of the courses when required.
- Personally, ensure Health & Safety procedures are always followed.
- Brief any additional helpers (for example students, parents) on relevant procedures.
- Supervise course participants, ensuring they are given clear safety instructions.
- Abide by safe working practices and carry out dynamic risk assessments for cycle training, as required, and communicate results to others.
- Motivate children and adults and provide a positive role model to young people in terms of sustainability and safety.
- Deal with problems, such as behavioural difficulties, poor weather conditions, unplanned incidents, in a positive and innovative manner.
- Deliver training in an inclusive manner; we are required to deliver SEND training.
- Provide basic emergency first aid cover.
- Maintain accurate written and electronic records, including risk assessments, consent, evaluation, attendance parental feedback and bike check forms.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
Primary Schools – administration & Children	Bikeability Team of Instructors Traffic & Network Management 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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: Post holder will not have any direct reports

Person specification

Job Evaluation Code	tbc
Knowledge	
Benefits achieved from facilitating more cycle journeys	
Awareness of equal opportunities issues	
Basic awareness of what comprises a roadworthy bicycle	
Bikeability Trust	
Working with children of a primary school age	
Using a computer/laptop and Microsoft packages	
Skills and Abilities	
Confidence in cycling and use of a road worthy bike	
Able to communicate with a wide range of people, including children	
Able to be flexible and have sufficient weekday and occasionally weekend time availability to meet customer needs.	
Able to keep accurate records, e.g. attendance and details of training.	
Able to be punctual and reliable	
Able to travel to various sites throughout the city	
Working outdoors in all weather conditions – subject to risk assessment	
Experience	
Cycling confidently in a variety of road conditions	
Working as part of a team, lone working with children	
Checking bikes to ensure they are road worthy and make minor adjustments if required	

Carrying out dynamic site-specific risk assessments
Awareness of Safeguarding children
Qualifications
None – training will be provided but a qualification in the Level 2 Award in Instructing Cycle Training would be beneficial.
Special Requirements
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	28/11/2023	Date Reviewed	February 2024
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