



The Circle
33 Rockingham Lane
Sheffield, S1 4FW
0114 2536750

www.disabilitysheffield.org.uk
www.sheffieldcycling4all.org

Dear Applicant,

Sheffield Cycling 4 All Development Co-ordinator

Thank you for your interest in the above position with Disability Sheffield. Please find enclosed an information pack as requested.

We ask you to fill in your application carefully, giving all relevant information and in particular setting out the ways in which you meet the competencies outlined in the job description and person specification. You should provide clear and concise examples of when you have had to use the necessary skills. Your application should be typed or completed in black ink.

If you have any questions, need support with filling out the application form or would like an informal chat about the post please email: Tom Collister, tom@sheffieldcycling4all.org or Rosemary Hill, rosemary@sheffieldcycling4all.org

Your completed application should be returned to us by **9am, Friday 1st July 2022**

Late applications and CVs will not be accepted.

Interviews will be held on **Thursday 14th July 2022**

Please email your completed application form to: emily.morton@disabilitysheffield.org.uk

Or post to:

Emily Morton, Disability Sheffield, The Circle, 33 Rockingham Lane, Sheffield S1 4FW

We have a policy of shortlisting and interviewing all disabled applicants who meet the minimum requirements for their jobs. The law will allow this. It would not be unlawful discrimination against a non-disabled applicant who also meets the minimum requirements but is not shortlisted.

Kind regards,
Emily Morton, Chief Executive

Sheffield Cycling 4 All Co-ordinator June 2022

Job Details

Job title:	SC4A Development Co-ordinator
Office Location:	The Circle, 33 Rockingham Lane, Sheffield, S1 4FW
Salary:	£28,160.00 pro rata (£11,264.00 actual salary)
Pension:	6% employer contribution, minimum 2% employee contribution
Hours:	14 hours per week, ideally including working on a Wednesday
Contract Type:	Fixed term 2 years
Reports to:	Chief Executive

About Disability Sheffield

Disability Sheffield Centre for Independent Living is a 'not for profit' pan-impairment organisation driven by disabled people. We deliver responsive, high quality and professional services supporting adults who self-define as disabled people (whether they have a physical disability, a sensory impairment, a mental health condition, autism or a learning disability).

The majority of our dedicated team (trustees, staff and volunteers) have personal experience of living with an impairment. We are therefore well placed to equip disabled people with the knowledge and confidence to address the challenges they face.

<https://www.disabilitysheffield.org.uk/>

Sheffield Cycling 4 All

Sheffield Cycling 4 All (SC4A) project is an inclusive cycling project that improves the lives of people by recognising the roles poor health, social isolation and lack of engagement opportunities play in reducing quality of life. The project addresses these issues by offering healthy exercise in a friendly group setting, where people are allowed to meaningfully engage with the project.

<http://sheffieldcycling4all.org/>

<https://www.instagram.com/sheffieldcycling4all/>

<https://www.facebook.com/sheffieldcycling4all/>

Main Purpose of job

To work with a small team to develop Sheffield Cycling 4 All, an inclusive cycling project. We are looking for someone to lead on the monitoring and funding elements of the project, including administering our trike loan scheme, helping develop SC4A as a sustainable project in the longer term. You would be required to cover the occasional cycle session in the park, but the main work would be desk based.

Location

The role will be based both in the office at the Circle, 33 Rockingham Lane S1 4FW and at Hillsborough Park where the cycling sessions take place. You may be required to work in other locations from time to time, including occasional meetings in Sheffield.

We have been working from home during the pandemic. It will be possible to do hybrid working between home and the office, but we can discuss what works for you.

Duties and Key Responsibilities

- Develop a strategy for the long-term sustainable future of SC4A
- Identify potential funding streams and lead on delivering high quality funding applications and exploring other fundraising opportunities
- Improving systems and processes to make the project run more smoothly
- Carrying out monitoring and evaluation of SC4A activities, including recording and interpreting monitoring information and participant feedback
- Produce evaluation and monitoring reports for funders and other partners
- Maintain existing partnerships with other organisations and identify new people to work with
- Administration of E-trike loan scheme
- Respond to enquiries from organisations, funders and the general public
- Update our web and social media presence
- Design publicity material, such as flyers, banners, posters, press releases
- Develop, update and implement policies and procedures such as risk assessments, volunteer inductions and volunteer supervision.
- Deliver cycling sessions to people with a range of impairments or health conditions in a safe and friendly environment
- Recruit volunteers to assist with the delivery and administration of the project

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- Manage volunteer time to ensure sufficient help is available at sessions
- Ensure that accurate registration and attendance records are kept
- To undertake necessary training and development as identified through the supervision process.
- Ensure that all duties and functions are carried out in accordance with the organisation's policies and procedures
- Undertake any other tasks or duties which may arise from time to time which fall within the scope of this post or are commensurate with the general level of this post and as directed by the Board of Trustees

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The CEO may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person specification

All of the following requirements will be assessed from a combination of information provided from the application form, interview, and references:

Essential requirements

1. Interested in using cycling as a tool to tackle poor health and social isolation
2. Interested in working with people with complex needs, and people who are socially isolated
3. An understanding and knowledge of the social model of disability
4. Experience of writing funding applications and reports
5. Experience of carrying out monitoring and evaluation, including producing evaluation reports
6. Ability to develop and streamline project processes and procedures
7. Ability to deliver cycling sessions in a busy face to face environment, with the support of volunteers
8. Excellent interpersonal skills
9. Excellent communication skills both written and verbal
10. Ability to work on own initiative

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11. Ability to work closely with others
12. Ability to prioritise work tasks and balance competing demands in a busy, face to face project
13. Ability to use Microsoft Office software and learn other management software.
14. A willingness to undertake training identified as relevant to the post.
15. Eligibility to work in the UK
16. Flexible working approach

Desirable requirements

1. Personal experience of disability through self or family.
2. Experience of design software and web technologies
3. Used to dealing with budgets
4. Cycle training qualification / Experience of delivering cycle sessions
5. Understanding of the individual needs of the people who attend our sessions, whether they are a volunteer or attend as a cyclist
6. Skills in basic cycle maintenance
7. Creative thinker

Terms and Conditions of Employment

Outlined below are some of the main terms and conditions of employment relevant to all employees of the organisation

Probation

All posts are subject to a probationary period of three months unless otherwise stated on the letter of appointment, during which your performance will be reviewed from time to time.

Disclosure and Barring (DBS)

This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

Equal Opportunities

Disability Sheffield affords its employees equal opportunities in employment, training and development irrespective of sex, sexual orientation, gender reassignment, disability, marital/parental status, race, colour, nationality, ethnic origin, religion, hours of work, political beliefs, TU membership or age.

Disability Sheffield has an Equality and Diversity Policy and all employees are expected to be aware of, and adhere to, the provisions of this policy and carry out their duties and responsibilities in accordance with this policy.