



The Circle
33 Rockingham Lane
Sheffield
S1 4FW
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info@disabilitysheffield.org.uk
www.disabilitysheffield.org.uk

July 2019

Dear Applicant

Sheffield Cycling 4 All Project Co-ordinator

Thank you for your interest in the above position with Disability Sheffield.

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 or would like an informal chat about the post please email rosemary.hill@disabilitysheffield.org.uk

Your completed application should be returned to us by **8am on Monday 5th August 2019**

Late applications and CVs will not be accepted.

Please email your completed application form to:
rosemary.hill@disabilitysheffield.org.uk

Or; post to:

Rosemary Hill, Disability Sheffield, The Circle, 33 Rockingham Lane, Sheffield S1 4FW

Interviews will be held on **Tuesday 13th August 2019**

Disability Sheffield has 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

Job Details

Job Title	Sheffield Cycling 4 All Project Co-ordinator
Locations	The Circle, 33 Rockingham Lane, Sheffield, S1 4FW Hillsborough Park, Parkside Rd, Sheffield S6 2AB
Salary	£25,951.00 f/t
Pension	6% employer contribution (employee contribution currently 2%)
Hours	Full-time 35hours per week (including 1 Saturday per month)
Reports to	Chief Executive

About Disability Sheffield

Disability Sheffield is a registered charity and a Disabled People's User Led Organisation (DPULO). DPULOs are organisations run by disabled people, for disabled people.

Since 2003, our small local charity has been enabling disabled people in Sheffield to overcome the barriers that prevent them from being fully included in society. We are committed to and promote the Social Model of Disability. We believe that people with impairments are disabled by the barriers they face in everyday life such as inaccessible communication formats, people's attitudes or inaccessible buildings and not by the way their minds and bodies work.

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.

We work alongside disabled people, organisation that represent them, the statutory and voluntary sectors, and the wider community to:

- Promote inclusion, choice and control
- Encourage independent living
- Challenge negative perceptions of disability
- Give a collective voice to one of Sheffield's lesser heard communities

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

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

<https://twitter.com/@DisabilitySheff>

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.

We have just been awarded funding to move from our current model of offering four public sessions a week to running ten sessions a week, six of which will be small group sessions targeting people with particular impairments or health conditions. It is hoped that these small group sessions will better help with people's rehabilitation and allow more supportive friendships to develop.

This funding is for a period of five years and is being used to create two full-time staff posts exclusively assigned to this project.

<http://sheffieldcycling4all.org/>

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

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

Job Description

Main Purpose of the job

This is an exciting time for the project. If you are interested in shaping the future of a person led cycling project, this is the job for you.

You will be working with another worker (already working on the project) to develop our programme of engagement and activity.

You will be helping to create and deliver new small group sessions for people with particular impairments or health conditions, as well as continuing to develop and deliver our popular open cycling sessions that have run for the past few years.

You will help develop SC4A to ensure its long-term sustainability, and will help identify suitable funding opportunities for the project going forward.

The job is incredibly varied, so you will need to be a good all-rounder and a creative thinker to address all the things that come your way.

We are keen to work in partnership with other organisations. You will need connect to a host of local organisations in the public health, and sports and recreation realms and develop meaningful partnerships with these organisations.

You will need to measure and record outcomes to show the impact of our work to current and future funders and partners.

You will need to be able to use the impact of our work on the people who come to our sessions to generate stories and case studies to drive awareness of our project and inclusive cycling in general.

You will need to maintain our website, our office systems, our monitoring systems and everything else on top.

But don't worry; you are part of a wider team consisting of one other full-time worker and a host of volunteers who work directly on the project, and you are also part of a larger organisation, Disability Sheffield.

You will need to be confident in your communication skills and be able to communicate well with people both verbally and written.

A lot of the work is outdoors in Sheffield's lovely Hillsborough Park. People come to our sessions even if the weather is bad so expect to work in the cold and wet sometimes. We also have to attend occasional evening meetings and we also run a monthly weekend session as well.

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.

Duties and Key Responsibilities

- Deliver cycling sessions to people with a range of impairments or health conditions in a safe and friendly environment
- Implement policies designed to keep people safe at our sessions
- Safety check our cycles, flag up maintenance issues to our mechanic, ensure that any work carried out is added to our maintenance records
- Recruit volunteers to assist with the delivery and administration of the project
- Manage volunteer time to ensure sufficient help is available at sessions
- Respond to enquiries from organisations, funders and the general public
- Ensure that accurate registration and attendance records are kept
- Develop, update and implement policies and procedures such as risk assessments, volunteer inductions and volunteer supervision.
- Record and interpret monitoring information and participant feedback
- Update our web and social media presence

Disability Sheffield SC4A development Worker July 2019

- Design publicity material, such as flyers, banners, posters, press releases
- Identify potential funding streams, work with your line manager to deliver high-quality funding applications
- Maintain existing partnerships with other organisations and identify new people to work with
- Undertake any other tasks or duties which may arise from time to time which 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. Excellent interpersonal skills
5. Excellent communication skills both written and verbal
6. Ability to work on own initiative
7. Ability to work closely with others
8. Ability to prioritise work tasks and balance competing demands in a busy, face to face project
9. Ability to use Microsoft Office software and other recording software.
10. A willingness to undertake training identified as relevant to the post.
11. The ability to ensure that health and safety requirements are met within the organisation
12. Eligibility to work in the UK
13. Flexible working approach
14. Looking for a challenge.

Desirable requirements

1. Personal experience of disability through self or family.
2. Experience of design software (Photoshop or similar) and web technologies (wordpress, MailChimp or similar)
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. Experience of writing funding applications and reports
7. Skills in basic bike maintenance
10. 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.

Location

The main location for this post is currently The Circle, 33 Rockingham Lane, Sheffield S1 4FW. You may be required to work in other locations from time to time, including occasional meetings in other parts of the UK.

Salary Payment

The commencing salary will be as stated in the contract of appointment. Salaries are paid per calendar month on or around the 20th, by direct credit transfer into a bank or building society account.

Pension Scheme

You are entitled to a contribution of 6% of gross salary to an approved Pension Scheme, currently NEST. Government auto-enrolment pension requires you to contribute a certain % of your salary, currently 2%. You may choose to make an additional contribution from your own salary subject to the maximum allowed for tax purposes.

Annual Leave

The holiday year runs from 1 April to 31 March. Holiday entitlement is 33 days per year (including 8 bank and statutory holidays). Holiday will be calculated on a pro-rata basis for part-time staff.

Sick Leave

The organisation sick leave arrangements are; one month full pay and one month half pay in any rolling one-year period

Notice Period

For the SC4A post 1 months' notice of termination is required from the employee.

Disclosure and Barring (DBS)

This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service