**Job Description**

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

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| **Post Details** | |
| **Job Title** | Active Travel Officer (Cycle Training/Schools) |
| **Job Reference** | 711339 |
| **Service** | Highways and Transport |
| **Team** | My Journey |
| **Location** | Shute End |
| **Reports to** | Road Safety Specialist |
| **Responsible for** | Liaison with freelance cycle training instructors |
| **Grade** | 6 |
| **Contract Type** | 22 hours – potentially 30 hours pw depending on qualifications/experience |
| **Hours** | Part-Time |

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| **Main Accountabilities** | |
| **1.** | **Management of Bikeability Grant**   * Applying for Bikeability grants annually from Bikeability Trust/Active Travel England, agreeing terms and calculating funding required for relevant Bikeability Levels (Levels 1, 2 or 3) and Learn to Ride * Monitoring spend of Bikeability grant funding during the year and submitting quarterly grant claims to the Bikeability Trust. Liaising with the Bikeability Trust about any underspend or extra funding required e.g. SEND   Managing requests for Instructor Training Bursaries for new Bikeability instructors and checking monthly list from the Bikeability Trust of expressions of interest from the Bikeability website |
| **2.** | **Working with Schools**   * To assist schools in achieving the national Modeshift STARS accreditation * To assist on the borough’s School Streets and other active travel routes to schools initiatives * To take the lead in planning and delivering a programme of activities which encourage pupils/staff to travel more sustainably and safely   To raise awareness of the My Journey brand and campaigns, school activities and the wider benefits of sustainable travel on climate change, air quality and health and wellbeing through our social media platforms |
| **3.** | **Managing Bikeability Contract and other Cycle Training**   * Procurement and contract management of a recognised Bikeability company to outsource Bikeability training in Wokingham Borough schools (incl monitoring delivery of places against target and termly performance, analysis/input of monthly information required plus holiday courses and termly audits to assess quality of training) * Organising and running weekly Balance bike club (age 2-4 years) and Learn to Ride sessions (age 5–10 years) in the community * Organising and delivering Scooter training for Year 1 pupils in schools during term time * Organising and delivering cycle training and events in the school holidays – e.g. Bike Bonanza and Learn to Ride and Bikeability courses specifically for children with SEND * Setting up and managing events on Eventbrite, actively recruiting attendees and recording activities on Monitoring live.   **My Journey Wokingham – Events and Team support**   * Organising and supporting the My Journey team at events to promote Cycling and Active Travel * Covering for absence with activities at our other location for Balance bike club and Learn to ride, and inclusive cycle sessions * Acting as the My Journey representative on the Wokingham Bikeathon committee * Liaising with other teams within the council to work jointly on events and publicity e.g., Community Engagement, Public Health and Climate Emergency teams * Organising and running guided bike rides for adults (incl route planning and risk assessments) * Organising and delivering bike maintenance courses and Dr Bike in schools |

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| **Person Specification Essential Desirable** | | |
| **Education/Qualifications** | General education (no specific quals) | National Standard Cycle Instructor trained  Bike Mechanic trained eg Cytech |
| **Experience** | Competent cyclist | Some experience of recent cycling |
| **Skills/Knowledge** | Good written and verbal communication skills, able to vary style to meet the needs of the audience  Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel; ability to communicate using social media channels  Presentation skills, able to engage an audience  Excellent understanding of the barriers and challenges faced by schools and individuals to adopt active travel behaviours  Experience of engaging with schools and building up positive relationships with staff and pupils | Knowledge and understanding of Modeshift STARS  Able to interrogate & analyse data and information  Understanding of air quality and the objectives  Understanding and knowledge of the health, economic and other benefits of active and sustainable travel  Good understanding and knowledge of regional and national sustainable transport policy  Knowledge of the local area  Experience of coordinating and delivering active travel and sustainable transport initiatives  Experience of working with Children/Adults with SEND requirements |
| **Behaviours/Attributes** | Confident, organised, reliable | Easy going, good with people |

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| **Purpose Details** | |
| **Service Purpose** | * Provides for the safe and efficient running of the Council’s highway and transport systems and the management and maintenance of the Council’s highways, car parking, and structural assets in a coordinated and cost effective way. * Works to minimise congestion on the borough’s roads through identifying measures for improvements to road safety and the road network generally, and to work with others to ensure implementation in an appropriate time scale and on budget. Works to promote alternative sustainable methods of movement to reduce reliance of the private motor car. * Ensures that the safety and the condition of the Council’s highways and transport related assets and structures are maintained effectively in a coordinated way, to achieve maximum efficiency and value for money. * Ensures that the Council is able to provide transport services to its community. |
| **Role Purpose** | The Active Travel Officer oversees the My Journey Team’s work with schools in helping them to encourage pupils, staff and parents to travel to school more sustainably/actively including assisting them to achieve Modeshift STARS accreditation.  A key part of this role includes overseeing the borough’s Bikeability grant funded work including applying and receiving the grant and managing the delivery of the Bikeability contract with our supplier, alongside other cycle training and initiatives to support active travel |

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| **Supervision and Relationships** | |
| **Supervision Received** | 1:1 monthly meetings and Annual Conversation |
| **Supervision Given** | Responsible for bidding for the annual Bikeability grant and others as appropriate  Managing and monitoring the delivery of projects and training as per grant requirements and reporting back to the awarding authority  Supervise freelance cycle instructors at activities and events |
| **Contacts** | Council’s main contact for all Bikeability related work this includes working with DfT/Bikeability Trust, the supplier (currently Avanti Cycling) and each of our freelance instructors. They will also engage with Modeshift STARS and other school/community groups as required as well as other organisations (e.g. Get Berkshire Active, Bikeathon committee, Local Police, Local Town and Parishes, etc.) |

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| **Resources/Budget Management** |
| Organising, booking and leading freelance cycle instructors needed to deliver activities and events. Checking invoices correct and ensuring budget not overspent |

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| **Special Requirements** |
| Ability to travel to a variety of locations in borough, often by bike  To attend weekend and evening meetings/events as necessary  Enhanced DBS check required |

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| **Occupational Health Risk Assessment Details** | |
| **Skin/Respiratory Sensitisers** | N |
| **Working at Height** | N |
| **Exposure to Noise (>80-85dB)** | N |
| **Confined Spaces** | N |
| **Frequent Display Screen Equipment Use** | N |
| **Driving for Work** | Y |
| **Hand Arm Vibration** | N |
| **Lone Working** | Y |
| **Healthcare/Social Contact with Patients** | N |
| **Blood Borne Viruses Exposure** | N |
| **Food Handling** | Y |
| **Working with Animals** | N |
| **Specialised Medical Screening** | N |
| **Night Working** | N |
| **Safety Critical Work** | N |

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| **Nature of the Role Details** | |
| **Healthcare or Hospital Work** | N |
| **Working with Children (under 18)** | Y |
| **Working with Elderly/Vulnerable Adults** | Y |
| **Work Environment Details** | Working from home/leisure centres/halls/public areas outside |

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| **Role Involvement Details** | |
| **Working with Children** | Y |
| **Working with Vulnerable Adults** | Y |
| **Both of the Above** | Y |
| **Providing Care/Supervision for Children** | N |
| **Providing Care/Supervision for Vulnerable Adults** | N |
| **Both of the Above** | N |
| **None of the Above** | N |

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| **Disclosure and Barring Service (****DBS) Details** | |
| **DBS Requirement** | Enhanced DBS for children and vulnerable adults |
| **Eligibility Tool** | Find out which DBS check is right for your employee - GOV.UK ([Find out which DBS check is right for your employee - GOV.UK](https://www.gov.uk/find-out-dbs-check)) |

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| **Re-checks** |
| First Aid every 3 years |

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| **Evaluation Declaration** | |
| **Date of Evaluation:** | <DD/MM/YYYY> |
| **Evaluated by:** | <Name, job title> |