



## CLYDE CYCLE PARK – ACTIVITIES WORKER – 2 P/T POSTS

### POSITION DESCRIPTION

#### **Clyde Cycle Park (CCP) Activities Worker (17.5 hours per week) – 2 posts**

Two posts, each at 17.5 hrs per week with flexible working – evenings & weekend work may be required, salary of £10,920 per year (£12 per hour). Duration of 12 months with potential renewal thereafter depending on performance and funding. There may be an option for hours to be increased depending on funding.

Four weeks' annual leave and 8 bank holidays, prorated. 5% pension contribution.

**Responsible to:** Project Coordinator and Chair of the CCP Board

**Clyde Cycle Park:** The Clyde Cycle Park (CCP) is a Scottish Charitable Incorporated Organisation (SCIO) with the aim of creating a first-class, multi-use sport and leisure facility to promote community, competition and commuter cycling. The CCP is governed by a Board comprising Trustees from partner organisations and other backgrounds with and skills relevant to CCP. For further details on the mission and activities of the Park, please see the CCP website at [www.clydecyclepark.org.uk](http://www.clydecyclepark.org.uk)

**Applications:** please send an application letter and CV to [recruitment@clydecyclepark.org.uk](mailto:recruitment@clydecyclepark.org.uk) by the application deadline of 12 April 2024, 5pm. Please feel free to contact us at this email for an informal chat.

#### **Activities Worker posts (summary):**

The CCP is seeking to appoint two Activities Workers (both part-time) to support the operation of the Clyde Cycle Park in meeting its strategic objectives. The key purpose of the roles is to:

- organise and deliver CCP activities and events such as cycle skills sessions, led rides, bike taster sessions, with school groups, community groups and individuals
- support the development and management of relationships/networks with stakeholders and local communities to promote CCP and its activities
- contribute to establishing and growing a permanent Community Hub at the park
- ensure the safe and secure management of the Park site and facilities
- ensure regular maintenance and security of bikes and CCP equipment
- assist with administration of CCP membership programme
- assist with CCP social media presence, communications and enquiries
- work with and support volunteers for CCP activities
- contribute to the monitoring and evaluation of CCP activities
- liaise with community groups to access the park and coordinate growing projects, nature projects and other projects for health and wellbeing.
- provide a main point of contact for visitors to the Park



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### **FURTHER INFORMATION**

#### **1. KEY RESPONSIBILITIES**

##### **1.1 Organisation of activities and events**

- a) organise and deliver CCP, courses, activities and events (skills sessions, led rides, taster sessions) with different types of groups and individuals
- b) support the marketing and promotion through different media (especially social media)
- c) support the recruitment and roles of coaches and volunteers, ensuring appropriate information on safe and proper site usage, and volunteer training as required
- d) assist with the provision of support services required
- e) undertake the registration of participants and information provision
- f) ensure the safe and efficient running of events and other activities to ensure a positive experience for participants
- g) undertake the set-up, take-down and storage of equipment for events/activities

##### **1.2 Site management**

- a) ensure the safe and secure management of the Clyde Cycle Park site and facilities, including ensuring that it is maintained in clean, secure and safe condition, promptly reporting defects or hazards, arranging for litter, fly-tipping etc to be speedily removed
- b) keep equipment and facilities secure, ensuring that bikes and other equipment are accounted for and stored safely
- c) ensure the regular maintenance of bikes and CCP equipment so that all assets are always safe to use

##### **1.3 Stakeholder engagement**

- a) provide a main point of contact for visitors to the Park
- b) liaise with other community organisations, making connections and progressing opportunities across the whole community, both for cycling-related activities and educational, growing, nature and health/wellbeing projects
- c) contribute to the production of high-quality content, information resources and promotional materials in print, web and especially social media formats
- d) assist with administration of CCP membership programme
- e) contribute to keeping participants, volunteers, local residents, community groups and stakeholders up to date on all CCP services, activities and opportunities.
- f) raise the profile of CCP pro-actively with potential referrers, partners, funders and communities through effective communication/promotion. Actively and regularly network with a range of local contacts, developing positive connections and working relationships.

##### **1.4 Funding strategy**

- a) contribute to the preparation of funding applications if required

## **1.6 Monitoring and evaluation**

- a) contribute to keeping all files, records and database systems up to date at all times
- b) contribute to monitoring and evaluation statistics, reports and impact stories/case studies as required

## **1.8 Other**

- a) undertake any other duties and responsibilities mutually agreed which are within the scope of the post.
- b) commit and adhere to the CCP's values and principles, ensuring you are a team player and collaborator with staff, volunteers and local residents, community groups, business and other stakeholders communities.
- c) adhere to CCP standards, policies and procedures and operational plans at all times.
- d) be accountable to the Project Coordinator, Board of Directors and to local residents and communities.
- e) deliver and maintain excellent standards of service at all times, working to ensure that people find what they are looking for/need easily and quickly and that they have a highquality experience.
- f) contribute to maintaining and continually improving the quality of planning and delivery of CCP activities including assisting colleagues by providing guidance, feedback, responding to queries/issues/concerns
- g) support people in distress, manage behaviours, raise concerns where necessary, and ensure effective safeguarding at all times.

## **2. PERSON SPECIFICATION**

**(E = Essential D = Desirable)**

### **2.1 Experience of work**

- E Experience in delivering sports, leisure or wellbeing projects and activities
- E Collaborative working with local agencies, community groups and project participants
- D Creating promotional materials and assisting with the organisation of public events
- D Experience with facilitating groups, workshops and/or courses
- D Using a range of monitoring and evaluation tools

### **2.2 Skills**

- E Good written and verbal communication skills
- E Strong interpersonal skills
- E Effective facilitation skills
- E Project delivery skills
- E Training and presentation skills
- E Coordination and organisational skills
- E Good ICT skills

### **2.3 Knowledge and understanding**

- E Enabling positive health and wellbeing
- E Working with people in a variety of circumstances
- E Person-centred planning
- E Group facilitation, both with adults and young people
- E Engaging local people and groups in CCP activities
- D Knowledge of communities in Cambuslang, Rutherglen and neighbouring areas

### **2.4 Personal attributes**

- E Proactive, self-motivating and use of initiative
- E Strong team player – from project teams through to whole organisation
- E Confident communicator in one-to-one and group settings
- E Enthusiastic and flexible with a can-do attitude
- E Commitment to being environmentally friendly and sustainability

### **2.5 Other**

- D Clean driving licence
- D First aid experience

Note: the posts involve working with young people and vulnerable groups. Clyde Cycle Park will undertake checks with Disclosure Scotland.