

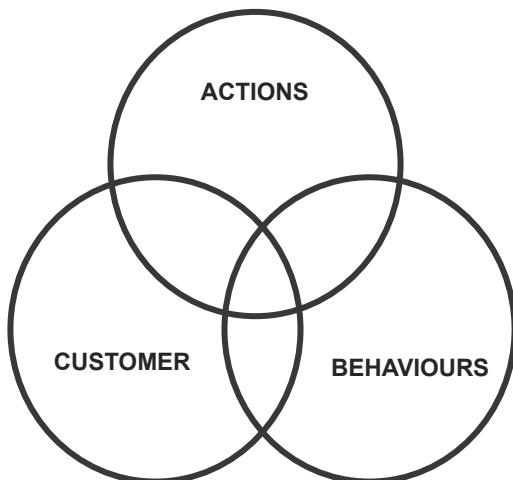
## JOB DESCRIPTION

<b>POST:</b>	<b>Wheels for All Session Leader</b>
<b>JOB PURPOSE:</b>	Delivery of inclusive, adapted cycling sessions as part of the Wheels for All programme in Newport, supporting participants of all ages and abilities to engage safely and confidently
<b>RESPONSIBLE TO:</b>	Cycling Manager; Cycling Officers
<b>SALARY:</b>	Grade 3 (SCP 14)
<b>KEY RELATIONSHIPS:</b>	Wheels for All participants and, where appropriate, their families, carers or support networks; Cycling Team, other Newport Live Colleagues
<b>BASE LOCATION:</b>	Tredegar Park, Newport
<b>MANAGEMENT RESPONSIBILITY:</b>	None

### I will be successful in my role when:

- All my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier.

### HOW MY PERFORMANCE IS MEASURED



### DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those that would normally be regarded as spent. You must complete the relevant section on the application form; applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

**OPERATIONAL RESPONSIBILITIES:**

- 1** Support participants during induction, including assessing ability and support needs and recommending appropriate cycles and equipment for safe participation
- 2** Support participants to safely navigate the appropriate cycling routes within the park, providing guidance and supervision where required
- 3** Lead group rides within the park, providing appropriate advice, guidance and support in line with session objectives and participants needs
- 4** Actively engage and encourage participants to take part, supporting confidence and continued involvement in the programme
- 5** Consistently display a positive, approachable, inclusive and professional approach in all aspects of programme delivery
- 6** Protect the safety and wellbeing of children, young people and adults at risk during all sessions, acting in line with our safeguarding policies
- 7** Maintain accurate records of participants and their session activities, ensuring compliance with data protection legislation and company policies
- 8** Ensure the safe management and care of all cycles, clothing, kit, equipment, data capturing devices, and any other resources at all times
- 9** Support with the preparation, setup, and clearing of all session resources to ensure smooth delivery
- 10** Take part in relevant training and development opportunities as required to maintain skills and knowledge
- 11** Maintain a safe working environment for yourself and others in accordance with the Health and Safety at Work Act 1974
- 12** Carry out additional responsibilities as may be needed, that are consistent with the role

**The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned.**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this role may vary from time to time without changing the general character of the role or level of responsibility entailed.**

**The role holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.**

**PERSON SPECIFICATION  
WHEELS FOR ALL SESSION LEADER**

<b>Area</b>	<b>Essential</b>	<b>Beneficial</b>
<b>Qualifications</b>	<p>1.1 Wheels for All Leader Training (<i>will be provided</i>)</p> <p>1.2 Emergency First Aid certificate</p>	
<b>Knowledge, Skills &amp; Competencies</b>	<p>2.1 Understanding of safeguarding and child protection procedures, and the ability to apply them in practice when working with children, young people, and adults at risk</p> <p>2.2 Communicate clearly and inclusively with participants, and, where appropriate, their families, carers or other support networks, both verbally and in writing</p> <p>2.3 Lead and organise large groups, ensuring sessions run safely, smoothly, and inclusively</p> <p>2.4 Ability to undertake physical aspects of the role, including manual handling tasks (lifting / carrying equipment)</p>	<p>2.5 Basic cycle care knowledge</p> <p>2.6 Knowledge of safe session delivery and risk assessment principles</p> <p>2.7 Competent IT user</p>
<b>Experience</b>	<p>3.1 Working in a customer-facing role</p> <p>3.2 Working directly with children, young people, and adults</p>	<p>3.3 Working with people with disabilities in a in a health, physical activity, or wellbeing setting</p>

<b>Personal Attributes</b>	<p>4.1 Confident and assertive with a friendly and approachable manner, committed to delivering an excellent participant experience</p> <p>4.2 Committed to personal development and continuous improvement</p>	
	<p>4.3 Passionate about sport, leisure, and inclusive activity delivery</p> <p>4.4 Able to work effectively both independently and as part of a team</p> <p>4.5 Positive, proactive and adaptable; able to respond appropriately to challenges and ensure sessions run smoothly</p>	
<b>Other</b>	<p>5.1 Flexibility for work availability, depending on the needs of the team</p>	<p>5.2 Ability to communicate in Welsh (or any other languages in addition to English)</p>