

Job Description

POST:	CYCLING OFFICER
JOB PURPOSE:	To lead the delivery of the Newport Live Cycling programme, delivering high quality coaching and participation opportunities across the sport of cycling.
RESPONSIBLE TO:	Cycling Manager
SALARY:	Grade 5 – SCP 21 – 25
KEY RELATIONSHIPS:	Cycling Manager, Track Cycling Coaches, Wheels for All Session Leaders, Newport Live internal departments including Operations, Customer Services and customers
BASE LOCATION:	Geraint Thomas National Velodrome of Wales, all other Newport Live venues and citywide.
MANAGEMENT RESPONSIBILITY:	None

I will be successful in my role when:

All of my key operational responsibilities are consistently delivered to a high standard.

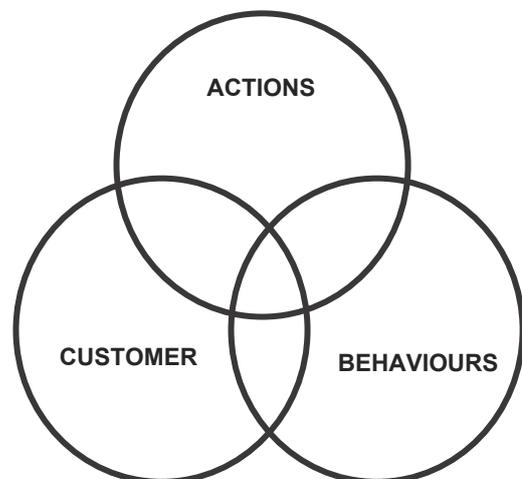
I achieve all key performance indicators specific to my role.

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 this 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** To lead the delivery of quality cycling coaching experiences for participants in all sessions including young people, adults, novices, and experienced cyclists. This will consist of track-based coaching in addition to other Newport Live cycling provision across the city.
- 2** To be an ambassador for the sport of cycling promote the sport of cycling and help direct participants who attend the Newport Live cycling programme to appropriate further cycling activities or other activities within Newport LIVE venues.
- 3** To actively coach a minimum of 25 hours of track and wider programmes per week, in addition where required short term and urgent cover for sickness, annual leave and any other sessions to ensure business continuity.
- 4** Lead the delivery and development of the learn to ride programme ensuring a continuous pathway of participation can be provided, whilst ensuring the programme is robust and fits the needs of our customers.
- 5** Lead the delivery and administration of the cycle proficiency programme delivered within schools, community and facility settings.
- 6** Lead the planning and delivery of a comprehensive programme of cycling activity during holidays that provides opportunities for all ages and abilities.
- 7** To ensure that all sessions are setup and delivered in accordance with Newport Live and British Cycling guidelines. Including maintaining accurate administration records for all coaching sessions.
- 8** Prepare, implement, and evaluate own session plans to ensure continual development of all participants.
- 9** To support the management, maintaining and operation of the track cycling timing equipment and associated products and digital infrastructure.
- 10** Assist in the organisation and delivery of Track League and Go Ride race days and other events and activities led and organised by Newport Live.
- 11** Undertake routine scheduled maintenance of track surface maintenance and all cycles owned or operated by Newport Live, carrying out repairs, outlining the extent of repairs and /or maintenance completed or required on them, whereby ensuring work is carried out to the highest of standards and in line with manufacture recommended schedules. When required, undertake any emergency maintenance duties to ensure the track and equipment remain operational.
- 12** Deliver and maintain excellent standards of customer care when coaching, organising or providing any customer facing service.
- 13** To examine all equipment, resources and facilities prior to use and take the appropriate action to remedy the issues or report any defects / hazards immediately to the operational management team
- 14** To be a role model and ambassador for Newport Live with an adaptable proactive approach, creating an environment in which you champion professionalism, honesty and integrity as you interact with your team, the wider organisation, stakeholders and customers.
- 15** To undertake any other duties commensurate with the grade as requested by the Executive Management Team.

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 by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

CYCLING OFFICER – PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	<p>1.1 British Cycling Level 2 Award in Coaching Cycling including track cycling discipline specific award (A)</p> <p>1.2 Emergency First Aid Certificate (A,C)</p> <p>1.3 Safeguarding and Child Protection certificate (A,C)</p>	<p>1.4 British Cycling Level 2 discipline specific awards (A)</p> <p>1.5 Possess the Velotech Silver Award in bike maintenance or equivalent. Successful candidate will be required to have completed the required course prior to the end 6-month probation (A)</p>
Knowledge, Skills & Competencies	<p>2.1 Ability to communicate effectively with customers when introducing new riders to cycling environment (A,I)</p> <p>2.2 Ability to communicate advanced techniques to more experienced riders and differentiate coaching sessions for the less able participants to ensure safety and enjoyment is achieved (A,I)</p> <p>2.3 Be confident and assertive when occasion demands yet fully committed to the principles of excellent customer service (A,I)</p> <p>2.4 Excellent interpersonal skills demonstrating an ability to communicate with, and relate to, a wide range of people and organisations)</p> <p>2.5 Ability to demonstrate an excellent understanding of Health and Safety processes within the cycle coaching environment (A,I)</p>	<p>2.6 Ability to work with children/ adults with additional needs (A,I)</p> <p>2.7 Ability to communicate in Welsh (A)</p>
Experience	<p>3.1 Minimum of two years' experience of delivering coaching sessions to participants in an indoor track cycling environment. (A)</p> <p>3.2 Minimum of two years' experience delivering coaching sessions to a range of participants from young children to adults in a range of cycling environments. (A,I)</p> <p>3.3 Practical experience of maintaining a range of cycles including track cycles. (A)</p> <p>3.4 Experience of event and competition organisation, support & delivery (A/I)</p>	<p>3.5 Experience of delivering coaching sessions in a "Corporate Experience" environment (A,I)</p> <p>3.6 Practical experience of using a range of equipment to provide event timing, photo finish and results for cycle events. (A,I)</p> <p>3.7 Practical experience of maintaining a wooden Velodrome surface (A,I)</p>
Personal Attributes	<p>4.1 Self-motivated and punctual (I)</p>	

	<p>4.2 Patience and understanding whilst working with children/ adults/ groups with specific needs (I/T)</p> <p>4.3 Display a professional attitude in approaching challenges in the workplace (I)</p> <p>4.4 Be able to show commitment to continuous personal development and willingness to continue training. (I)</p> <p>4.5 Ability to work to tight deadlines and under pressure (A,I)</p> <p>4.6 The ability to work flexibility including early mornings, evenings and weekends on a regular basis (A)</p> <p>4.7 Ability to communicate with people in a way that puts them at ease, applies empathy, understanding and support (A/ I)</p>	
Other	5.1 Ability to travel between Newport Live facilities and buildings (A)	

Method of assessment (* M.O.A.)

- A: Application form (including shortlisting)
- C: Certificate
- E: Exercise
- I: Interview
- P: Presentation
- T: Test
- AC: Assessment Centre