



26th September 2024

JOIN OUR TEAM: PROJECT COORDINATOR IN WEST YORKSHIRE

Everybody's Cycling are looking for an experienced Project Coordinator living in West Yorkshire to join our growing team to manage an inclusive cycling project. We are looking for someone to start as soon as possible for a fixed 1-year contract, with a likely extension to March 2027 and possibility of becoming a permanent role. This is a full-time time position, and we offer flexible working patterns.

About our organisation

Everybody's Cycling is a charitable Community Benefit Society providing fun and practical cycling events and activities across the UK to encourage people of all ages and abilities to enjoy the benefits of cycling.

We have our own fleet of unique cycles, including cycles for people with disabilities. We enable those with special needs to increase independence, mobility, and wellbeing through cycling. Our events offer people the chance to ride a wide selection of cycles, improve their riding skills, and learn more about the wide range of options available. Find out more on everybodyscycling.org.uk.

Job Description: Project Coordinator – West Yorkshire inclusive cycling provision

We are looking for someone ideally with at least 2 year's project management experience and **living in West Yorkshire**, to help us conduct an audit of all existing inclusive cycling facilities and initiatives for people with special needs or disabilities, based in West Yorkshire. This post is to deliver a project for West Yorkshire Combined Authority (WYCA) up to March 2027. This post is secure for one year with a likely extension, subject to the success of the project in the first year. We are a growing organisation, and we hope to make this a permanent role subject to trading conditions.

As part of the coordinator role, the audit will lead to a programme of events and support measures to improve the quality and extent of inclusive cycling provision in West Yorkshire.

This role will involve researching, visiting and reporting on existing and potential inclusive cycling provision offered across all five local authority areas of Bradford, Calderdale, Kirklees, Leeds and Wakefield. It will entail making connections with and visiting sports centres, active travel hubs, community centres, special schools and disability support groups and organisations, and communicating with a range of stakeholders.

The aim is to create a consistent, comprehensive and inclusive cycling network, that anyone can access regardless of ability, age, and additional needs. This project will map the existing provision and identify and address any gaps discovered. This project will also help build up delivery capacity, raise awareness of inclusive cycling opportunities and reach new participants. You will be supported by Everybody's Cycling colleagues to manage this project and the associated expenditure budget.

It all begins with the audit, covering existing provision, how it can be improved and extended, the demand for regular social cycling sessions, the types of inclusive cycles available to try, the strengths, weaknesses and potential of existing organisations, sources of development funding, the role of active travel hubs, potential for public sector inputs etc. The audit will help to create a network of inclusive cycling providers sharing best practice and knowledge. There will also be a requirement to help our experienced events staff organise and deliver inclusive try-out events using our own fleet of demo cycles. You will be closely supported in all aspects of this project by our senior staff, who are open to creative thinking and experimentation. You will report weekly on project development, potential, progress and outcomes.



The overall project aim is to increase participation and attendance within the inclusive cycle network by 10%.

Duties and responsibilities

Inclusive cycling audit

- Overall responsibility for the inclusive cycling audit project by liaising with and visiting a wide variety of venues and stakeholders, producing an audit report with monthly highlight reports, and a final annual report including highlighting any gaps or barriers to cycle provision and making recommendations to address these.
- Facilitate and contribute to social value impact reporting.
- Working with disability support organisations, special schools, NHS trusts and local authority contacts across West Yorkshire to identify referral partners and complementary initiatives.
- Identify support available for anyone who wants to progress on making independent active journeys and working with community active travel hubs to develop or improve their inclusive cycling offer.
- Establish a network of inclusive cycling providers, meeting regularly to share best practice and knowledge.
- Creation of at least 6 Case Studies from the project by gathering photos, stories and testimonials to use as part of the project communications.

Event delivery

- Support the delivery of up to 20 community engagement events as part of this project in the first year, which consist of at least 2 in-person inclusive try-out cycling events in each of the five local authority areas per year, and at least 2 inclusive leader training session per local authority area per year. The five local authority areas are Bradford, Calderdale, Kirklees, Leeds and Wakefield. You will be responsible for organising and attending some of these events with strong support from the Everybody's Cycling team.
- As part of Get Cycling's [Pathways to Pedals](#) initiative, we are providing a total of additional 11 events across West Yorkshire in the first year and we would expect you to be involved in some of these events.
- Some of these events may be held over a weekend. Most will very likely take place during the day, but the hours may fall outside of usual office hours.

Project and organisation support

- Relationship-building with new and existing stakeholders and creating comprehensive reports.
- Close support by senior staff, and helping with general day to day administrative and event tasks when needed to ensure the smooth running of the organisation, and providing cover when needed.
- Assisting with the planning and delivery of events, including booking vehicle hire and accommodation where required, checking venue access times and parking details, sending health and safety paperwork and delivering events as part of a team.
- Any other reasonable duties as required by the organisation.

Working conditions

- Full time 1-year fixed term contract (12 months – dates are flexible, but we would like someone to start as soon as possible). Possibility to extend the role for up to 3 years subject to the success of the project in the first year, and possibility to become a permanent role subject to trading conditions.
- Working hours are 8:30am to 4:30pm Monday to Friday (full time, 40 hours per week), but these hours are flexible and we are happy to discuss hours to suit your needs.
- Salary up to £32,000 per annum depending on experience.
- The role can be carried out from home, but visits to inclusive cycling providers and other project delivery partners will be required as part of the project.



- The role will involve attending monthly project meetings. Some of these will be face-to-face. Our office is in York, and WYCA has offices in West Yorkshire. Therefore, occasional travel to York and our WYCA's offices for meetings may be required, but some meetings will be held virtually.
- We will pay for reasonable travel expenses and encourage using sustainable travel modes where possible.
- As part of the project, support the delivery of up to 20 community engagement events consisting of 2 in-person inclusive cycling events per district per year, and 2 inclusive leader training sessions per district per year. We would expect you to be involved with these events and assist with the organisation of them.
- More hours are likely to be available if you wish to work more.
- 28 days holiday allowance per year including public bank holidays
- Statutory employer contribution to NEST pension scheme after 3 months
- Staff discount on cycles, parts and repairs through Get Cycling CIC Ltd
- Most of our events take place outside in venues such as school playgrounds, city/town centres, public parks, car parks, sports courts and fields. Events can be busy and attract crowds so you may be on your feet for several hours. But they are good fun!

Skills and experience for Project Coordinator role

- Living in West Yorkshire with good knowledge of the county and willing to travel across West Yorkshire and occasionally to our office in York
- Ideally at least 2 years project management experience or relevant qualification.
- Excellent relationship and partnership building skills with ability to communicate effectively with a variety of stakeholders including clients, suppliers, staff, trustees, volunteers and members of the public
- Would be beneficial to have lived experience of disability, or experience working with disabled people, disability support organisations and/or the inclusive cycling sector
- Willingness to learn about inclusive cycling
- Friendly, calm, organised and competent at problem solving
- Excellent attention to detail
- Team player and flexible attitude towards work. Ability to cope with a fluid work environment and visiting a range of locations across West Yorkshire
- Self-motivated with strong communication skills
- Strong organisational and project management skills
- Proficiency with Microsoft Office programs including Outlook, Excel and Word
- Training will be provided to use our Event Management and CRM software (called Current RMS) but knowledge of this would be useful
- A full clean UK driver's licence and the willingness or experience driving a van of up to 3.5 tonnes is beneficial for events but not essential
- Experience with organising live events is desirable but not essential
- Basic cycle maintenance skills, National Standards Instructor and/or Ride Leader qualification or experience in these areas is also desirable but not essential
- We welcome people from all backgrounds and particularly people living with a disability. If you have a passion to encourage people of all abilities to enjoy the benefits of cycling, then please get in touch.

This is a unique, varied and exciting role for someone with excellent communication and organisational skills, and long-term career ambitions in this area.



Please send your CV and a cover letter outlining why you are interested in this position and what you can bring to the role, to the General Manager: jessica.shay@everybodyscycling.org.uk. For an informal chat, please call Jessica on 01904 951900.

All offers of employment are conditional on satisfactory Enhanced DBS check and up to two references.

Applications close one month after job advert date (Monday 28th October 2024) or once a suitable candidate has been found.

We are also looking for a Head of Development. Please see the job description on www.everybodyscycling.org.uk/news for details.