



26th September 2024

JOIN OUR TEAM: HEAD OF DEVELOPMENT

Everybody's Cycling are looking for an experienced Head of Development to join our growing team. We are looking for someone to start as soon as possible for an initial fixed 1-year contract, with a likely extension to March 2027 and possibility of becoming a permanent role. This is a part time position (24 hours per week), and we offer flexible working patterns.

About our organisation

Everybody's Cycling is a charitable Community Benefit Society providing fun and practical 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: Head of Development

This is a central leadership role for Everybody's Cycling – overseeing all operational and delivery functions and working closely with the General Manager to develop and grow the business. We are looking for someone ideally with at least 2 year's management experience and knowledge of charitable organisations legal requirements.

Part of this role will be line-managing a Project Coordinator and supporting them to deliver an inclusive cycling project. This project for West Yorkshire Combined Authority (WYCA) involves conducting an audit of all existing inclusive cycling facilities and initiatives for people with special needs or disabilities within West Yorkshire 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 at Everybody's Cycling subject to trading conditions.

Duties and responsibilities

- Ensure the team (i.e. all staff, volunteers and sub-contractors) understand and adhere to the core aims and objectives of Everybody's Cycling.
- Take a major role in the effective strategy development, delivery and operations of the organisation in pursuance of Everybody's Cycling's aims and objectives.
- Ensure that governance, operation, delivery and financial management is effective, appropriate, adheres to legislation and reflects best practice in relation to Community Benefit Societies and the charity sector.
- Lead and motivate the team by example, exhibiting model behaviour and values.
- Assist the Board of Trustees in creating and monitoring key indicators – working with the staff team to reach targets.
- Seek out and establish appropriate partnerships so that the stated aims can be better achieved.
- Ensure legislation and best practice is adhered to in relation to society shareholder equity and recording, keeping all shareholders informed and engaged.
- Help to maintain sufficient financial and other resources to support the security and development potential of Everybody's Cycling – sourcing, writing and securing appropriate funding and unrestricted income, while being supported by the team at Everybody's Cycling.



- Take a lead on performance and financial reporting and work as part of a team to help the organisation grow.
- Review and contribute to policies and procedures.
- Ensuring all operational accountancy is managed in accordance with internal financial policy/procedure – with regular review that the policies, systems and processes are fit for purpose.
- Creating and developing new products, services and programmes in pursuance of Everybody's Cycling's aims and objectives and help develop an appropriate marketing plan.
- Any other reasonable duties as required by the organisation.

Working conditions

- Part time for 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 at Everybody's Cycling subject to trading conditions.
- 24 working hours per week. We are happy to discuss days/hours to suit your needs.
- Salary up to £37,000 per annum (pro rata) depending on experience.
- The role will involve attending some monthly project meetings for the WYCA inclusive cycling audit project. 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 cover reasonable travel expenses and encourage using sustainable travel modes where possible.
- Part of this role can be carried out from home, but you may (very occasionally) be required to travel to help on our community engagement events. Most will be in Yorkshire, but a few may involve overnight stays. 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.
- Events will be delivered by our experienced crews, but we would expect you to be involved with some of these events on the odd occasion. 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!
- More hours may potentially be available if you wish to work more
- 6-month probation period
- 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

Skills and experience for Head of Development

- At least 2 years management experience, preferably at a senior level
- Good knowledge of West Yorkshire would be beneficial for the inclusive cycling audit project
- Also 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
- 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
- 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 to drive 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
- 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 Project Coordinator who lives in West Yorkshire. Please see the Project Coordinator job description on www.everybodyscycling.org.uk/news for details.