



JOB DESCRIPTION

Scottish Cycling HSBC UK Go-Ride Coach – Glasgow Re-Advertisement

Salary: £22 000 - £25 000 (dependent on experience).
Reporting to: Scottish Cycling Development Manager and Glasgow Life Sports Development Officer (Cycling).
Job Location: Glasgow Life Office, Emirates Arena, Glasgow. Also working in the Scottish and British Cycling offices as required in Glasgow and Manchester respectively.

The Role

Working in partnership, HSBC UK, Scottish Cycling, British Cycling and Glasgow Life are delighted to introduce this new role. The key accountabilities of the role include:

- Planning, delivering and evaluating cycling coaching sessions in local schools and community settings with a focus on creating fun and engaging sessions including learning to train stages;
- Plan, deliver and evaluate coaching programmes, ensuring they reflect the various stakeholders Cycling Strategies;
- Work with local cycling clubs, Glasgow Cycling Officers and the Scottish Cycling Development Manager to implement continuing professional development programmes for coaches, club officials and volunteers;
- Taking positive steps to identify and overcome barriers to participation amongst participants from disadvantaged backgrounds, prioritising access and inclusion as well as work with clubs to implement learning opportunities for coaches, club officials and volunteers;
- As an Ambassador of the organisation, you will be promoting Scottish Cycling products and services including membership, to participants, clubs and other partners to maximise uptake and revenue opportunities;
- Assisting in identifying talented young people and encourage their further development as a rider via Scottish Cycling and British Cycling's Performance Pathway and;
- Work closely with the wider Glasgow Life Sports Development Team and the Scottish Cycling Development and Performance teams to ensure that cycling participation activity through community cycling organisations and clubs is aligned and supported.

This is a full-time post with flexible working hours, working 37.5 hours per week.

Decision-making

- The work is bound by clear policies and procedures where routine decisions are made within clear parameters.

Developing Solutions

- Develop coaching solutions that meet the needs of the local community, working within and towards achievement of key performance indicators.
- Continuously seek improvements in own ways of working and promote best practice.

Responsibility for Resources

- **Physical:** Go-Ride coaching resources including access to a company vehicle, trailer, programme bikes, and coaching equipment and adhere to all relevant maintenance schedules.
- **Financial:** Manage costs and expenses associated with the role within agreed budgets and adhering to the expenses policy, submitting returns on a monthly basis.
- **People:** Support the volunteer workforce in Go-Ride Clubs through coaching delivery and mentorship of club coaches.

Relationships & Influence

- Develop and maintain effective and positive working relationships with the Glasgow Life Sports Development Team, the Scottish Cycling Development and Performance teams and all other relevant partners and community organisations that can support the outcomes of the role.
- Attend and facilitate at coach education and other training courses as required.
- Be a positive role model, creating a challenging and fun environment in which to motivate and encourage young people to participate in cycling.

Monitoring

- Provide updates to the Glasgow Life Sports Development Officer (Cycling) and the Partnership Management Group incorporating representatives from Glasgow Life, Scottish Cycling and British Cycling on all operational activity around the Go Ride programmes including the collection and analysis of relevant participation data to help inform planning and priorities.
- Provide timely quarterly and annual monitoring & evaluation reports to an agreed format to Scottish Cycling and Glasgow Life.

Additional Information

- As the post involves working with children and young people, the post holder will be required to undergo a PVG check.
- This post requires the post holder to regularly carry out work during evening and weekend periods.
- Any other duties as directed by the Scottish Cycling Development Manager and Glasgow Life Sports Development Officer (Cycling).

Reasonable travel, accommodation and administrative expenses incurred in carrying out this position are reimbursed in line with Scottish Cycling's expense policy.

The above job description will be subject to annual review and reflects the strategic priorities of Scottish Cycling, Glasgow Life, British Cycling and the **sportscotland** Corporate Plan.

Person Specification

Requirements	Essential	Desirable	Evidence
Education, Qualifications and Training	<p>Minimum of 2 years' experience in coaching any sport and;</p> <p>Demonstrate a commitment to continuous professional development.</p>	<p>UKCC Level 2 Certificate in Coaching Cycling qualification – MTB and BMX;</p> <p>First Aid Qualification and;</p> <p>Attended child protection training.</p>	<p>Application Form</p> <p>Certificates</p> <p>Interview</p> <p>References</p>
Skills, Knowledge and Expertise	<p>Skills</p> <p>Excellent organisational, interpersonal and communication skills;</p> <p>Excellent written and verbal skills;</p> <p>Ability to prioritise workload and meet deadlines;</p> <p>Able to work and consult with a wide range of professionals, agencies and partners;</p> <p>Ability to use initiative to achieve outcomes;</p> <p>Proven ability of effective time management and forward planning.</p> <p>Knowledge</p> <p>Demonstrate a sound knowledge of sports development principles;</p> <p>Awareness of key issues relating to growing participation in Cycling and in particular how this may be achieved in Glasgow ;</p> <p>Experience of working with the voluntary sector.</p> <p>Expertise</p> <p>Significant expertise in sports coaching; establishing delivering and co-ordinating coaching programmes for participants;</p> <p>Experience of coaching in a wide range of environments including schools, clubs and community settings;</p> <p>Ability to focus on target outputs/outcomes and achieve these through prioritising activities and work;</p> <p>Facilitation skills, ability to handle conflict constructively;</p> <p>Excellent IT Skills – competent with MS products – Word, Outlook, Excel and PowerPoint.</p>	<p>Experience of working with voluntary sports sector;</p> <p>Experience of working in sport development programmes</p> <p>An understanding of Scottish Sport and/or Scottish Cycling and Glasgow Life;</p> <p>Knowledge and experience of different cycling disciplines;</p> <p>Knowledge of marketing and promotion;</p> <p>Experience of using social media</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Personal Qualities	<p>Ability to work in a team coaching environment;</p>	<p>Proven ability to prioritise work and to respond to the demands,</p>	<p>Interview</p>

	<p>Enthusiastic, energetic, hardworking and reliable</p> <p>Confident and able to work with a minimum of supervision</p> <p>Flexible approach to working and the ability to work flexible hours to suit the job</p>	<p>pressures and needs of a diverse operation;</p> <p>Able to make things happen, gets results and maintains harmonious group working</p> <p>Versatility and creativity</p>	
Other	<p>In possession of a full current UK driving licence.</p> <p>The successful candidate will require a satisfactory PVG check.</p>	<p>Driver experience / training of towing trailers or equivalent.</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>

January 2018