

The Bikeability Trust, Data Administrator

Cambridge, full-time, salary £20,000 – 22,000

This is an exciting opportunity to help establish a new charity that contributes to getting more people cycling, more safely, more often, through high-quality cycle education. We are looking for a well-organised and committed graduate with experience processing data in the voluntary, public or private sectors. The post holder will work as part of a small team and contribute to the success of our grant administration, registration, quality assurance, awarding, monitoring and customer service functions.

The Bikeability Trust

Underpinned by the National Standard for Cycle Training, Bikeability was launched in England in 2007 and is backed by £50 million from the Department for Transport (DfT) in 2016-2020. The Bikeability Trust began operations in July 2017 as the national charity for Bikeability. The Trust maintains the National Standard for Cycle Training, manages, monitors and quality assures the delivery of the Bikeability programme across England, promotes the effectiveness of Bikeability, distributes Bikeability award materials, registers local Bikeability providers and instructors, and administers DfT grant funding. In September 2018, the Trust entered a grant agreement with the DfT to manage the Bikeability programme.

As a Charitable Incorporated Organisation, the Bikeability Trust advances the education of the public in general (and particularly amongst children) on the subject of cycling. High-quality cycling education enables confident and enjoyable cycling, raises awareness of skilful cycling among all road users, and contributes to better transport, health and wellbeing. The Trust aims to make Bikeability the best it can be by:

- raising awareness of the National Standard among all road users
- contributing to getting more people cycling, more safely, more often
- securing diverse programme funding
- creating value for money, with economical, efficient and effective delivery.

Job purpose

Collect, monitor, manipulate and report data on the delivery of Bikeability across England.

Job description

We are looking for a data administrator to support the Trust's Directors and Officers in the day-to-day operation and development of various data processes and systems, with an initial focus on monitoring Bikeability delivery and processing grant recipients' payment claims.

Operation

Grants:

- receive and check grant recipients' payment claims against delivery monitoring data
- monitor grant recipients' grant amendment requests against training place allocations
- respond to grant recipients' email and phone queries

- ensure grant recipient bank account details are up-to-date
- assess delivery performance against quarterly delivery monitoring data.

Award materials – contribute to processing orders and payments, monitoring stock levels, forecasting new stock needs using online ship and distribution centre data.

Bikeability provider and instructor registration and renewal – contribute to checking new registration applications, updating database entries, reporting registration and renewals data.

Provider and instructor annual surveys – contribute to collecting and reporting survey results.

Quality assurance – contribute to monitoring registered providers' internal and external quality assurance processes and outcomes.

Reporting – contribute to monthly reports of outputs from all core services (including the above, and also email and phone enquiry services).

Development

Contribute to data collection and analysis on a range of development projects (e.g. survey administration and reporting).

Promotion

Contribute to the maintenance of the Trust's contacts database (e.g. update and clean entries) and email communications (e.g. set up distribution lists, monitor campaigns).

Person specification

Essential	Desirable
Numerate graduate	Graduate in a numerate subject
Very good attention to detail	Experience processing large datasets
Can communicate complex information in clear, concise prose	Experience developing databases
Can work independently and as team member	Accredited Excel training or Access training
Organisational experience in process roles	Finance, compliance, regulation experience
Experience working with databases	Charity sector/start up experience
High-level Excel skills	Interest in cycling
Positive, motivated, developing person	
Takes initiative and solves problems	
Good customer service skills	

The package

The Bikeability Trust offers the right candidates up to £22,000 (possibly more for an exceptional candidate) and:

- A flexible, informal working environment in the centre of Cambridge
- Bikeability cycle training
- Generous contributory pension scheme
- 30 days annual leave (plus public holidays).

Application process

Please send a two-page curriculum vitae accompanied by a one-page letter of application and your completed equal opportunities monitoring form **by 18 March 2019**.

Your curriculum vitae should set out details of your:

- qualifications and any professional body memberships (dates, institutions, qualifications/status)
- if employed, current employment (job title, employer, duties, start date, full-time equivalent, gross salary, period of notice)
- employment and any voluntary work history (dates, job titles, employers, duties)
- names, email accounts, phone numbers and relationships for two referees, and permission to contact them.

Your letter of application should explain how your employment and other experience, education and training match the requirements of the job description and person specification, giving examples where appropriate.

Please email your application to jobs@bikeabilitytrust.org **by 18 March 2019**. Shortlisted candidates will be invited to interview which will consist of a short administrative task followed by a face to face interview with two members of staff. There will also be a short data skills assessment.