



The
Bikeability
Trust

The Bikeability Trust, Grants Administrator

Home Based, full-time, salary £20,000 – £22,000

Fixed term until 31st March 2021

This is an exciting opportunity to help smooth running of the day to day grants system 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 financial data analyst with experience processing financial 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.

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 in 2016-2020, and we have a one year extension to 2021. 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, and registers local Bikeability schemes and instructors.

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 securing:

- value for money, with economical, efficient and effective delivery
- awareness of the National Standard for Cycle Training among all road users
- impact on getting more people cycling, more safely, more often
- diverse programme funding.

In February 2020, DfT reiterated the manifesto commitment to deliver Bikeability to every child in England within this next Parliament. In July 2020, the Prime Minister extended this vision through his Gear Change ambition for walking and cycling to offer cycle training to every child and every adult who wants.

Job purpose

Collect, monitor, manipulate and report data on the grants operations for Bikeability across England.

Job description

We are looking for a data administrator to support the Trust's day to day monitoring of Bikeability delivery and processing grant recipients' payment claims.



Key Accountabilities

- Understand the grants process in order to be able to be the first point of contact to answer queries from grant recipients
- Monitor the grants inbox, collating frequently asked questions, preparing responses for clearance with operations and development colleagues
- Answer the Bikeability Trust's public phone line and respond to enquiries or direct their call to colleagues
- Process reports from the Bikeability Link Database. Provide analysis and check content to ensure grant claims are correct
- Ensure grant recipients contact and payment details are up to date
- Run reports for grant payment claims, checking for accuracy and send for approval
- Run reports for grant payment amendments, checking for accuracy and send for approval
- Ensure Bikeability database is kept up to date with accurate grants data
- Collate grant payment report and analyse impact on delivery statistics
- Collate monthly delivery statistics
- Collate grants operational data for (monthly, quarterly and year end)
- Support Operations & Development Officer with any tasks requested to support grant process
- Work with the Operations team to map and improve the Trust's data capture, analysis and reporting of grants operations moving to Power BI

Person specification <i>Essential</i>	Person specification <i>Desirable</i>
Experience of management of financial information and data analysis	Graduate in a numerate subject or significant work based experience in financial management (accountancy / finance)
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 a competitive salary and:

- Bikeability cycle training
- Generous contributory pension scheme



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- 38 days annual leave (including public holidays) pro rata.

Application process

Please send a curriculum vitae accompanied by a two-page letter of application and your completed equal opportunities monitoring form, by 6th November 2020. Shortlisted candidates will be interviewed virtually on the 12th November 2020.

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.

For an informal discussion about the role please contact Emily Cherry, Executive Director emily@bikeabilitytrust.org or 07980 556467.

Please submit your application to <https://hr.breathehr.com/v/grants-administrator-13853>