



The  
Bikeability  
Trust

## **The Bikeability Trust, Innovation Officer**

**Home Based, part time (3 days a week), salary up to £25,000 per annum pro rata**

**Fixed term until 31<sup>st</sup> March 2021**

This is an exciting opportunity to help the smooth running of the Bikeability Trust's Innovation Fund. As part of the Bikeability Trust's mission to meet our charity objective on advancing the education of cycling, some restricted income generated by the Trust is held in an Innovation Fund which will fund:

- Piloting new forms of Bikeability training with a focus on under-represented groups
- Piloting initiatives that remove barriers to access to participating in Bikeability
- Projects that develop the Trust's capabilities to manage the Bikeability programme
- Targeted marketing and communications initiatives

We are looking for someone with Bikeability experience, who can help roll out our programme of funding. The post holder will work as part of a small team and contribute to the success of our first Innovation project focussed on children with Special Educational Needs and Disabilities (SEND).

### **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

To provide support for the Bikeability Trust's Innovation Fund programme.

### Job description

We are looking for an individual with experience in cycle training to help develop, launch and evaluate Innovation Fund priority projects.

### Key Accountabilities

- To draft guidance for the Bikeability Trust's Innovation Fund projects
- To communicate and respond to enquiries around the Innovation Fund projects
- Provide reports on the roll out of Innovation Fund projects
- Collaborate with colleagues to recommend further Innovation Fund projects
- Provide the administrative support for the Innovation Fund project board
- To support securing further partnership and income generation opportunities to secure further Innovation Funding
- Take on any other tasks agreed in order to support wider Bikeability Trust priorities

Person specification <i>Essential</i>	Person specification <i>Desirable</i>
Cycle training experience	Graduate
Very good attention to detail	Bikeability Programme Experience
Can communicate complex information in clear, concise prose	Experience of working with SEND
Can work independently and as team member	
Organisational experience in development roles	
Experience of development or project management	
Good customer service skills	
Positive, motivated, developing person	
Takes initiative and solves problems	

### The package

The Bikeability Trust offers the right candidates a competitive salary and:

- Bikeability cycle training
- Generous contributory pension scheme
- 38 days annual leave (including public holidays) pro rata.

### Application process



# The Bikeability Trust

Please send a curriculum vitae accompanied by a two-page letter of application and your completed equal opportunities monitoring form, by 6<sup>th</sup> November 2020. Shortlisted candidates will be interviewed virtually on the 17<sup>th</sup> 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](mailto:emily@bikeabilitytrust.org) or 07980 556467.

Please submit your application to <https://hr.breathehr.com/v/innovation-officer-13855>