

British Cycling  
**Role Details**

Last Updated : February 2018

The person named below must have signed and submitted a Casual Services Agreement and all related documents before appointment in this role is confirmed.

<b>Role Title:</b>	<b>HSBC UK Guided Ride Area Coordinator</b>
<b>Department :</b>	Recreation
<b>Location :</b>	Regional
<b>Working Pattern:</b>	Casual assignments only
<b>Issued to :</b>	
<b>Reports to :</b>	Recreation Programmes Officer
<b>Rate of Pay* :</b>	£10 per hour plus expenses

\* The above fee includes holiday pay at a rate of 12.07 per cent of your basic rate. You will receive this payment as holidays accrue through a premium for each day worked. This holiday pay will be shown as a separate item on your payslip

<b>Role Purpose :</b>	To support the activation of newly trained Guided Ride Leaders and engage and provide support to established Leaders within a specific geographical region.
<b>Key Accountabilities :</b>	<ol style="list-style-type: none"> <li>1. Attend Ride Leader training courses in area (if applicable) as formal introduction, offering advice and support to newly trained Leaders with their activation into the programme</li> <li>2. Support the activation of newly trained Leaders in area, through a 'Getting Started' event</li> <li>3. Communicate regularly to Leaders in region (every 4-6 weeks)</li> <li>4. Organise regular, local Leader meet up events</li> <li>5. Promote Guided Ride training courses and CPD opportunities in area</li> <li>6. Support and reinforce messaging from British Cycling HQ at a local level</li> <li>7. Through Recreation Programmes Officer guidance, work with other areas of British Cycling to support Ride Leader engagement opportunities</li> <li>8. Endeavour to attend meeting opportunities provided throughout the term of your Casual Services Agreement for vital updates on the programme, communicating when you are unable to attend</li> <li>9. Submit a quarterly feedback sheet, updating on your region as appropriate</li> </ol>
<b>Decision-making :</b>	<ul style="list-style-type: none"> <li>• Prioritising own workload to keep within assigned hours</li> <li>• Understand when issues need to be escalated to British Cycling HQ</li> </ul>
<b>Developing Solutions :</b>	<ul style="list-style-type: none"> <li>• Work with Recreation Programmes Officer to feedback and offer solutions to identified issues for Ride Leaders</li> <li>• Work with Recreation Programmes Officer to set personal objectives to fulfil the potential of the Coordinator role</li> <li>• Make use of the data, tools and insight provided by British Cycling to support the volunteer workforce</li> </ul>
<b>Responsibility for Resources :</b>	<p><u>Physical</u> : N/A</p> <p><u>Financial</u>: Ensure that costs and expenses associated with the role are within agreed budgets.</p> <p><u>People</u> : Localised support for Leaders as and when they require Adhere to GDPR legislation to protect personal details of Leaders</p>
<b>Relationships &amp;</b>	<ul style="list-style-type: none"> <li>• Be a positive role model for Ride Leaders</li> </ul>

<b><i>Influence :</i></b>	<ul style="list-style-type: none"> <li>• Develop and maintain effective and positive relationships with Leaders</li> <li>• Representative for British Cycling upholding its values and objectives</li> </ul>
<b><i>Knowledge, skills &amp; expertise :</i></b>	<ul style="list-style-type: none"> <li>• An active Ride Leader, fulfilling your volunteer agreement within the programme</li> <li>• Confident, supportive and approachable demeanour</li> <li>• Basic computer competency in Excel and Email</li> <li>• Excellent planning and organisational skills</li> <li>• Excellent communication skills</li> <li>• Willingness to work towards competency in utilisation of social media channels</li> </ul>
<b><i>Other :</i></b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

<b>Signed by</b>	<b>[NAME OF CASUAL WORKER]</b>		
Signed:		Date:	

<b>Signed on behalf of British Cycling:</b>			
Signed:		Date:	
Job Title:			