

British Cycling
Role Profile
 Last Updated : 09/05/2018

Role Title:	Recreation Officer
Department :	Cycling Delivery
Location :	Home Based with regular travel within designated area
Working Pattern:	37.5 hours per week Monday to Friday with regular evening and weekend work
Role Holder(s) :	TBC
Level :	TBC
Reports to :	Cycling Delivery Manager – <i>region</i>
Responsible for :	Supporting a network of Volunteer coordinators in the designated area

Role Purpose :	<p>As part of the Cycling Delivery Team, responsible for:</p> <p>Develop and grow the reach of recreation cycling with a key focus on specific targeted activity and communities in priority Local Authority and City areas.</p>
Key Accountabilities :	<ul style="list-style-type: none"> • Maintain and develop new partnerships and relationships within the local stakeholders and communities within the designated area to provide British Cycling with the most effective routes to market to deliver its recreation programme. • Operating within a designated area coordinate and support the effective local delivery of the recreation programmes and work closely with the HQ Recreation team to input to the ongoing evaluation and operational model. • Support the delivery of mass participation events in conjunction with the HQ and regional teams. • Support, and build capacity, in the volunteer network of area coordinators, leaders, and champions enhancing engagement and providing opportunities to share best practice and adapting delivery as required. • Extend the use of British Cycling tools, products and services through the effective delivery of the recreation programme. • Work with other key agencies and cycling organisations to develop the recreation pathway, raising awareness of the work of British Cycling, growing and diversifying participation and supporting more people to cycle more frequently. • Record and report issues and opportunities to feed back into the cycling delivery team and the recreation team. • Monitor and report on the performance of the recreation strand of the regional delivery plan and provide reports on progress against delivery targets, activity and outcomes. • Ensure the organisation’s equality policy and commitment to inclusivity is embedded into all work strands and own behaviour at all times

Decision-making :	<ul style="list-style-type: none"> • Recognises issues, problems, or opportunities, and openly escalates these to the respective person or seeks wider consultation from others in order to support the business to implement the best solution within a reasonable time. • Day to day responsibility for operational recreation programme issues or developments across programme activity in the designated area, following appropriate processes in place.
Developing Solutions :	<ul style="list-style-type: none"> • Identify areas for development and through careful analysis develop potential recommendations for discussion with other members of the regional delivery team and the recreation team. • Develop relationships and approaches in local communities to deliver British Cycling recreation programmes within a local context, overcoming barriers, through relationship building. • Ability to work collaboratively within cross functional teams to support delivery. • Intellectually curious, adaptive and forward thinking. Good levels of energy and stamina and able to cope with a demanding schedule. • Monitor the response to our programmes throughout the year and determine actions to ensure that partnership satisfaction remains high, whilst continuing to contribute towards British Cycling targets. • Identify the specific cycling requirement(s) for each designated partnership area and develop the most appropriate approach to recreation programme delivery.
Responsibility for Resources :	<p><u>Physical:</u> Coordination of recreation relevant programme equipment in designated area. <u>Financial:</u> Indirect involvement in managing regional assets and expenditure via effective monitoring of equipment loans and costs to deliver any specific activities. <u>People:</u> Indirect support of Ride Leaders and Breeze Champions locally to support partnership work (numbers vary). Work with Ride Leaders and Breeze Champions to shape and coordinate their activity and focus their wider work, to bring it in line with local issues/partner expectations.</p>
Relationships & Influence :	<ul style="list-style-type: none"> • Build and sustain strong and effective working relationships at all levels across British Cycling, in particular the recreation team. • Regular contact with the volunteer workforce, programme participants, groups, partner organisations and agencies across the designated area to deliver increased participation and foster long-term relationships. • Present / contribute to a range of stakeholders at meetings and workshops and maintain profile and influence discussions to positively impact on targets and KPI's. • Represent British Cycling externally with a range of stakeholders. Use reliable interpersonal skills to shape and influence the thinking of those key decision makers to the benefit of British Cycling. • Be a visible and highly credible officer and communicate messages convincingly and with great clarity, tailoring style and approach to meet the needs of a wide variety of audiences. • Weekly contact with the recreation team at officer level in designated area to drive, shape and feedback on programme delivery.
Knowledge, skills & expertise :	<ul style="list-style-type: none"> • A good knowledge of cycling and/or sport and physical activity delivery and of current developments in cycling in terms of the transport, health and recreational agenda's. • A track record in partnership working and development where partnership programme and project delivery can be demonstrated. • Demonstrated presentation skills relating to a range of audiences but with a specific focus on community engagement. • Educated to minimum GCSE standard or equivalent with significant experience of working in sport administration and governance in a predominantly volunteer led environment.

	<ul style="list-style-type: none"> • A current BC Ride Leader qualification or equivalent is desirable • Relevant knowledge and experience of working with community groups and with specific target groups. • Experience of establishing, delivering and co-ordinating participation programmes for participants in community settings. • Proficient in the use of Microsoft Office Package including Excel, Word and PowerPoint. • Organised, flexible and positive with a 'can do' approach, able to prioritise and work under pressure in a fluid, evolving environment. • Reliable and demonstrable record of driving participation growth and service delivery. • A passionate team member with a persuasive communication style and interpersonal skills from a person who can quickly establish credibility and win the respect and co-operation of colleagues at all levels. • High integrity, objectivity and an advocate for change who is personally flexible and has a hands-on approach.
Other :	

Signed (Role Holder) : Date :
Signed (Line Manager) : Date :