

Newport Wheels For All Session Leader

Grade 3 – SCP 14 – 17 £17,193 - £18,401

Casual Positions – Wednesdays and Saturdays available.

An exciting opportunity has arisen for Newport Wheels for All session leaders, to lead the delivery of our new inclusive cycling sessions. Newport Wheels for All is an exciting new project based at Tredegar Park offering opportunities for disabled people to participate in safe and fun adapted cycling sessions.

Responsibilities will include supporting cyclists with an initial induction, making a recommendation on the suitability of an appropriate bike and helping riders to navigate the route at the park safely to ensure a fun, inclusive activity for all. As a minimum applicants should have a knowledge or awareness of safeguarding processes along with a recognised First Aid qualification or the ability to work towards a qualification in the immediate future.

Initially Newport Wheels For All sessions will be available 2 days per week, on a Wednesday and Saturday from 9.30am through to 3.30pm; although hours may change as the project develops. Flexibility is key, alongside the opportunity to support this exciting new initiative. You will be required to attend mandatory staff training sessions, and champion inclusive cycling, to ensure the success of this new project.

Newport Wheels for All Leader training will be provided

For an informal discussion about the post please contact Steve McGrath, Newport Live Disability Sport Wales Development Officer via Stephen.McGrath@newportlive.co.uk

Application Process

You can download an application form and job description via the Newport Live website, alternatively they are available via e-mail request from jobs@newportlive.co.uk

Please return the completed application forms to jobs@newportlive.co.uk

Closing date for applications: Sunday 6th June 2021

Interviews will be scheduled week commencing: Monday 14th June 2021

The post is exempt from the Rehabilitation of Offenders Act (1974).

COVID-19 considerations

Newport Live has developed a Covid-19 Commitment, supporting all staff, customers, and partners. This can be found online at [Newport Live Covid-19 Commitment](#)

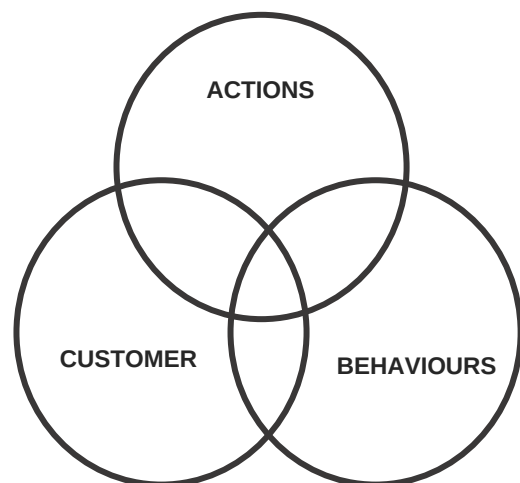
JOB DESCRIPTION

POST:	Newport Wheels For All Session Leader
JOB PURPOSE:	To deliver inclusive adapted cycling sessions as part of the Newport Wheels For All programme.
RESPONSIBLE TO:	Track Cycling Development Officer Cycling Development Officer
SALARY:	Grade 3 – SCP 14 – 17 (£17,193 - £18,401)
KEY RELATIONSHIPS:	Newport Live Staff, Wheels for All members, their families and carers
BASE LOCATION:	Tredegar Park
MANAGEMENT RESPONSIBILITY:	None
WORKING HOURS/ PATTERN:	This post will require the post holder to work flexibly including early mornings, evenings and weekends on a regular basis.
TRAINING:	The post holder will be required to attend staff training programmes relevant to the post.

I will be successful in my role when:

- All of my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

OPERATIONAL RESPONSIBILITIES:

- 1** Support Newport Wheels For All members with a Wheels For All induction, including making a recommendation on the most suitable bike in line with Wheels For All training.
- 2** To support Newport Wheels For All members to safely navigate the correct route at the park when required.
- 3** To lead group rides within the park and provide appropriate advice and support in line with Wheels For All training.
- 4** To actively engage with and encourage participation in the Newport Wheels For All programme.
- 5** To be positive, approachable, inclusive, and professional at all times.
- 6** To be responsible for the safety and safeguarding of children young people and adults at Risk.
- 7** To maintain accurate records of Newport Live Wheels For All members.
- 8** To be responsible for Newport Wheels For All bikes, clothing, kit, equipment, data capturing devices and any resources at all times.
- 9** Assist with the setup and de-rigging of the provision as required.
- 10** To undertake training where required and attend opportunities for development.
- 11** To be responsible for the health and safety of themselves and others in accordance with the Health and Safety at Work act 1974.
- 12** Any other duties commensurate with the grade of the post as directed by the Line Manager.

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

WHEELS FOR ALL SESSION LEADER – PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience	1.1 Experience of working with children and young people, and adults (A, I) 1.2 Experience of working in a customer facing environment (A, I)	1.3 Experience of working with disabled people in a health, physical activity or wellbeing setting. (A,I)
Education & Qualifications	2.1 Possess 5 GCSE passes (Grades A-G) or equivalent level qualification. (A) 2.2 Knowledge of Safeguarding and Children Protection procedures (A, I)	2.3 Certified First Aid qualification (A) 2.4 Wheels for All leader training (A)
Knowledge, Skills & Competencies	3.1 Demonstrate good communication skills - both written and verbal. (A,I) 3.2 Demonstrate the ability to communicate with and control large numbers of people (A,I) 3.3 Be confident and assertive when occasion demands, yet fully committed to the principles of excellent customer care. (A,I)	3.4 Have an understanding of information technology and experience of using hardware and software (A) 3.5 Understand the principles of customer service excellence (A)

Criteria	Essential	Desirable
Personal Attributes	4.1 Be able to show commitment to personal continuous performance improvement (I) 4.2 Able to demonstrate a passion for sport and leisure (I) 4.3 Be able to work well both as an individual and as part of a team (A,I) 4.4 Possess an assertive and confident attitude (I) 4.5 Demonstrate a passion for excellent customer service (I) 4.6 Possess a can do attitude (A,I)	
Other	5.1 Be physically able to undertake all aspects of Session Leader work - to include lifting and carrying. (T) 5.2 Be able to work varying shift patterns to include early mornings, evenings and weekends (A,I)	

Method of assessment (* M.O.A.)

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre