**JOB DESCRIPTION**

**REGENERATION AND NEIGHBOURHOODS DEPARTMENT**

**JOB TITLE:** CASUAL BIKEABILITY CYCLE INSTRUCTOR

**DIVISION:** TRANSPORT AND INFRASTRUCTURE

**GRADE:** BAND 6

**RESPONSIBLE TO:** TECHNICAL SUPPORT OFFICER – ROAD SAFETY

**POST REFERENCE:**  SR-107279

**Purpose of Post**

* To deliver National Standard Bikeability Cycle Training at schools in Hartlepool including basic skills off-road course (Level 1), basic on-road training course (Level 2) and an advanced skills course (Level 3) to children and adults.
* To provide cycle training to adults.

**Main Duties and Responsibilities**

* Assist with the delivery of National Standard Bikeability Cycle Training as organised by Hartlepool Borough Council. Training is delivered in accordance with the national model of delivery by accredited Bikeability Cycling Instructors.
* Complete course paperwork including registers, assessments, course reports and results as required.
* Complete risk assessments of the trainees, cycles, and the training area (including on-road locations).
* Collection of consent forms at the start of training sessions.
* To be accountable for the safety and welfare of colleagues and trainees through the risk assessment process.
* Ensure training is delivered in line with Hartlepool Borough Council’s health and safety policy with an awareness of accident and incident reporting procedures.
* Enable trainees to cycle safely, promoting cycling as a means of transport and a fun, healthy activity.
* Any other duties of a related nature which might be reasonably required and allocated by the Sustainable Travel Officer and Technical Support Officer – Road Safety

**Changes**

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 1.11.19

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**