

Job Title: Military Veterans Cycle Club Co-ordinator

Reporting Relationships: Responsible to Operations Manager

Hours of work: 14 hours per week

Salary: £8,500 + 5% pension contribution (£21,250 fte)

**Holidays: 29 days per annum pro rata including bank holidays
(rising by 1 day per year of service to a maximum of 34)
Actual 8.4 days**

Background

At Northern Learning Trust we aim to improve the potential and raise the aspiration of the people we work with. Much of our work is with vulnerable and disadvantaged individuals and communities with complex needs. We are an innovative and forward thinking organisation that seeks to find solutions to issues facing our beneficiaries and partners in Social Housing, Criminal Justice and Community Learning.

An exciting role has become available for a Co-ordinator to run our Military Veterans' Cycle Club project. The Veterans Cycle Club has been created with the aim of reducing social isolation and improving mental and physical health amongst those who have previously served in the armed forces through a combination of social meetings, mentoring and organised cycle rides for all abilities.

If you have previously served or are currently serving in the armed forces and feel that you have the skills and experience necessary to deliver this exciting project, then we'd like to hear from you.

We are passionate about the work we do and need a person who understands our values and believes in our mission. We value our team members and offer a competitive salary, flexible working patterns and a friendly, supportive work environment.

Main duties and responsibilities:

The following list highlights the main duties, which the post holder will be expected to perform. You will be expected to use your own initiative and work unsupervised.

- Co-ordinate, promote and participate in weekly cycle rides and social meetings for the Military Veterans Cycle Club (MVCC)
- Ensure all delivery evidence is complete and compliant in line with contract and quality standards and that all customer records are accurate and handled in accordance with appropriate confidentiality and data protection legislation and guidance
- Proactively liaise with appropriate organisations to develop and promote MVCC and to recruit new members to the project
- Monitoring and reporting of project to Senior Management Team, Trustees and funders
- Ensure that health and safety requirements are met and that all members have the correct equipment for club rides
- Recruiting and supporting MVCC peer mentors
- Responsible for managing MVCC reward scheme and project petty cash budget
- Maintaining and updating the MVCC social media accounts
- Responsible for ensuring all project targets and outcomes are achieved

The above list is not exhaustive and your role will certainly change over time reflecting the changing needs and activities of the organisation and our commitment to making best use of new technology and continuously improving the way we do things. You must therefore be committed to personal development and to becoming multi-skilled in order that you can adapt to and welcome constant change in the effort to achieve the stated aim of “making continuous improvements in the efficiency and effectiveness of our use of resources”.

All staff are encouraged not to ignore work at the boundaries of their specific role, but to take “ownership” of any issue with which they become involved, ensuring that all matters are brought to a satisfactory conclusion. This includes identifying any risks involved in the day to day responsibilities of the role and taking action to mitigate those risks.

The post-holder must carry out his or her duties with full regard to Northern Learning Trust’s Equal Opportunities policy. The post-holder must at all times comply with the Health and Safety policy and procedure and must draw to their manager’s attention any unsafe working practice/conditions.

The post holder will be required to undertake an enhanced DBS check.

Person Specification

	Knowledge, experience & skills	Essential	Desirable
1	Minimum of Level 2 maths and English qualification	√	
2	Experience of serving in the armed forces or have worked in a service focussing on the needs of people leaving the armed forces	√	
3	Active Cyclist	√	
4	Understanding of specific issues impacting on the transition and resettlement of veterans into civilian communities	√	
5	Ability to motivate and engage Military Veterans in positive activities to improve both physical and mental health	√	
6	Ability to demonstrate effective communication and publicity activities with organisations to promote services	√	
7	Effective skills in gathering and maintenance of client information	√	
8	Ability to carry out project monitoring and evaluation and produce written and verbal reports	√	
9	Good social media skills	√	
10	Good understanding of health and safety	√	
11	Understanding of Peer Support	√	
12	Ability to work using own initiative and as part of a team	√	
13	Cycle leader qualification		√
14	First aid qualification		√
15	Ability to drive and access to own transport		√