

Job Description – Development Worker (Cycling Outreach)



Responsible to	Community Engagement Project Manager
Salary	In the range £27,086 to £28,086 per annum pro rata + 6% contribution to pension scheme
Hours of work	35 hours per week, but we will consider 28 hours per week (0.8 full-time equivalent) on a flexible basis, including some evenings and Saturday work*
Place of work	Greener Kirkcaldy office and community locations; Greener Kirkcaldy has a hybrid working policy, allowing staff to work from a hybrid of office and home depending on the needs of each role
Contract	Permanent
Holiday	33 days inclusive of public holidays per annum pro rata initially, going up to 37 days after 5 years' service
Requirement	The post-holder will be subject to a Disclosure Scotland check

* Greener Kirkcaldy operates a 'time off in lieu' policy for any work outwith office hours.

About Greener Kirkcaldy

Greener Kirkcaldy is a community-led charity and development trust working locally to combat the climate emergency, tackle fuel poverty and food insecurity, and bring people together for a more sustainable Kirkcaldy. We deliver a range of projects, events and skills training to meet the needs and goals of local people – working towards a future where everyone can live better and tread more lightly on our planet.

This is an exciting time to join Greener Kirkcaldy. Our staff team has recently grown as we expand our programme of work to meet the needs of our community and tackle the twin climate and cost-of-living crises. You will also be a part of an exciting 5-year Fife-wide partnership project - Climate Action Fife, of which Greener Kirkcaldy is the lead partner.

For examples of Greener Kirkcaldy's work and partnerships see: www.greenerkirkcaldy.org.uk, www.cosykingdom.org.uk, www.climateactionfife.org.uk and www.langtouncycles.org.uk.

Job purpose

Climate Action Fife encourages individuals, households, community groups and businesses to make Fife a greener and fairer place to live. We developed the Fife Community Cycling Action Plan on behalf of Fife Communities Climate Action Network. We carried out an in-depth consultation to identify how to get more people cycling for day-to-day journeys. We are now supporting communities across Fife to put the Plan into action!

We also deliver the 'Bike, Walk, Move' project, which encourages people in Kirkcaldy and nearby villages to cycle and walk more. The project gives them the resources, skills and confidence they need to cycle for everyday local journeys. It tackles the barriers that prevent people from cycling and walking by offering a programme of cycle training, led rides and walks, and volunteering opportunities. It also delivers the Kirkcaldy Cycling Festival.

Working with Cycling Scotland we support local employers and organisations to engage with the Cycling Friendly Award system and its benefits. The post-holder will receive training to become an assessor for the scheme.

You will be part of our 5-person Community Engagement Team, which includes one other Cycling Development Worker. Together you will lead our dynamic and committed group of cycling volunteers to support delivery of engagement activities. You will work with a range of stakeholders including community groups, Fife Council, transport companies and social and private landlords, as well as with individuals who live and/or work in Fife.

Together with the other Cycling Development Worker, you will coordinate a programme of events, training, led rides and bike maintenance classes, working across three cycle hubs in central Fife – Kirkcaldy, Benarty and Levenmouth. In each location, we support local people to take part and give them opportunities to become cycle volunteers.

You will also develop and deliver campaigns including a weekly 'Cycling Fridays' initiative, encouraging cyclists to use the roads safely.

Specific responsibilities

- Develop and deliver a programme of cycle training and led rides
- Recruit, train and support local cycling volunteers to lead cycle rides in their own communities
- Work with our skilled mechanics to organise cycle maintenance and Dr Bike events
- Engage with a wide range of partners, groups and organisations to promote activities to ensure cycling activities reach a more diverse audience
- Develop campaigns and outreach to attract a wide and diverse range of people, in particular groups who experience barriers to participation in walking and cycling activities

- Attend local events and groups to promote the work of the project
- Support businesses to make it easier for their staff to cycle to work, including promoting the Cycling Friendly Employer award scheme
- Develop and maintain relevant programme and project materials
- Assist with the organisation and delivery of the Kirkcaldy Cycling Festival
- Assist in the development and implementation of monitoring and evaluation systems
- Assist in the completion of programme reporting

General responsibilities

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of the climate emergency
- To promote the values of Greener Kirkcaldy when working in the local community
- To comply fully with the organisation's ethos, policies and procedures and relevant legislation
- Engage with our community in a way that empowers local people to take ownership of their learning and adopt sustainable behaviour changes
- To work and communicate effectively with other team members (staff, sessional workers and volunteers) to achieve goals
- To work constructively and effectively with partners, groups and organisations.
- To provide an excellent participant experience
- To report on the success of allocated tasks
- To attend and contribute to team meetings and training courses
- To undertake other duties in line with the job purpose

Equal opportunities

Greener Kirkcaldy values diversity and is committed to providing equal opportunities for all staff and applicants regardless of race, gender, age, disability, religion, belief, sexual orientation, marital status or pregnancy and maternity. Greener Kirkcaldy makes hiring decisions based solely on experience, skills and the needs of the charity at the time. Please tell us if you have access needs for the recruitment process and we will try and meet your needs.

If you have any questions about the job or about working at Greener Kirkcaldy, please contact Ea O'Neill, Community Engagement Team Manager, on ea@greenerkirkcaldy.org.uk.

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