

Job Description and Person Specification

Cycling Instructor

Cycle Training UK Ltd
Unit 215, Building J
100 Clements Road
London. SE16 4DG
Tel: 020 7231 6005
info@cycletraining.co.uk
www.cycletraining.co.uk



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Cycle Training UK Ltd is a not for profit workers' co-operative based in Southwark that promotes cycling through the provision of training for all. Please note: if employed you will be required to submit documentation for a Criminal Record Bureau Disclosure as the job involves working closely with children.

Duties include:

Instructing:

- Teach cycling at all levels, to individuals and groups
- Teach cycle maintenance at all levels, to individuals and groups
- Teach people to become accredited cycle instructors
- Promote cycling to individuals and groups
- Attend professional development and other training sessions from time to time as needed
- Carry out risk assessments for all sessions as required in the Company Handbook

Administration:

- Keep accurate records of sessions delivered, including financial information
- Provide feedback and reports as required in the Company Handbook

Person specification

- Be a competent and experienced cyclist with a confident and assertive riding style, prepared to undergo training
- Have a roadworthy bike to use for training
- Have a strong interest in promoting cycling as a means of transport
- Have a good understanding of the Highway Code
- Be able to assess whether a bike is roadworthy and make adjustments in line with CTUK's Basic Maintenance Syllabus (enclosed)
- Have a mobile phone and access to the internet to perform administrative tasks
- Be able to work 3 or more days per week including some regular weekend days, (although consideration will be given to people able to work only at weekends, or during school terms)
- Be able to communicate clearly in English with adults and young people
- Be prepared to travel by bicycle to deliver training in your local area and throughout London

Person specification - desirable

- Be an Accredited National Standard Cycling Instructor
- Have an interest in becoming a member of a workers' co-operative
- Have an up to date 'Appointed Person' first aid qualification
- Have experience of teaching bicycle maintenance skills in accordance with attached Maintenance syllabus.

Other details:

Employees are paid £23,459 (pro rata) for a five day week and receive 33 days holiday (pro rata). This includes public holidays. This is an annualised hours contract.

Annualised Hours Contract

Introduction

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What is an annualised hours contract?

An annualised hours contract is a way of acknowledging the seasonal nature of cycle training. Instead of contracting instructors to work a particular number of days or hours per week they are contracted to work a set number of hours a year. This means that working days may be slightly longer in the summer and shorter in the winter to allow for light levels and seasonal effects.

How will it work?

We ask that instructors are usually available set days each week and take part in a rota to cover weekends. The amount of time they actually spend delivering training on each of those days will vary depending on the time of year. It is expected that the average day will be either 7 hours or 5 hours according to individual choice; with 87.5% of the time spent teaching and 12.5% spent on administration and travelling between sessions.

At the end of each month instructors will receive a statement of the number of hours they have worked and cumulative totals for the year.

The salary is averaged out over the year, so instructors receive the same payment each month regardless of the number of hours worked. For example an instructor working 3 days per week earns £14,081.40 per annum and will receive £1,173.45 (gross) salary each month.