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CTUK_IR17.8 –recruitment of cycling instructors

Thank you for your interest in working for Cycle Training UK as a cycling instructor. Please find below the following documents:

- Job description and person specification
- A summary of the contract
- CTUK principles
- Guidelines for completing the application form

Please read all the documentation before completing the Application Form (see separate link), and send all applications electronically to laura@cycletraining.co.uk, quoting your full name and the Job Application number CTUK_IR17.8. Your application should arrive no later than **Monday 4th September**. Applications received after this time will not be considered. Cycle Training UK reserves the right to close the application process early if we receive a large number of responses.

Please do not include a CV. Applications are short listed only on the information in the application form.

We will invite successful applicants to interview, most likely toward the end of the week commencing 4th September

As the job involves working closely with children and occasionally with vulnerable adults, you will be required to submit personal documentation and undergo an Enhanced DBS Check. Similar documentation will be required to establish your right to work in this country: this is now an obligation on all employers. **You will be required to produce this documentation at the interview** in order that DBS checks can be submitted immediately upon your acceptance of work.

We look forward to receiving your application.

Yours sincerely,
Laura Shelton
Instructor Manager

Job Description and Person Specification

Cycling Instructor

Cycle Training UK Ltd is a not for profit workers' co-operative that promotes cycling through the provision of training for all.

Duties include:

Instructing:

- Teach cycling at all levels, to individuals and groups
- Teach cycle maintenance at all levels, to individuals and groups
- Teach HGV and SUD courses
- Promote cycling to individuals and groups
- Attend professional development and other training sessions as needed
- Carry out risk assessments for all sessions as required in the CTUK Instructor Handbook

Administration:

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

Essential Criteria

- 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 communicate clearly in English
- Be able to assess whether a bike is roadworthy and make adjustments in line with CTUK's Basic Maintenance Level (enclosed)
- Have a mobile phone and access to the internet to perform administrative tasks
- Be prepared to travel by bicycle to deliver training
- Be in agreement with Cycle Training UK's principles (enclosed)

Desirable Criteria

- Be an Accredited National Standard Cycling Instructor (NSIQ)
- Have experience teaching cycling
- Have an up to date 'Appointed Person' or 'First Aid at Work' first aid qualification
- Have experience of teaching bicycle maintenance skills in accordance with the Basic Maintenance syllabus, below.
- Be able to make adjustments in line with CTUK's Intermediate Maintenance level
- Be prepared to travel to deliver lessons outside your home area

Other details:

We are offering a flexible range of fixed term, part time contracts and a small number of permanent part time posts. All contracts are worked on an annualised hours basis. While your pay remains the same each month you will probably deliver a different number of

hours each month. We arrange with you which days you are available to work and will organise your timetable to help you reach your target over your period of employment. The pay rate is £13.72 per hour. You are paid at this rate for **contact time** with trainees, for specified **administrative time** and for **travel** once it goes over a set amount. You are also paid at this rate for accrued **holiday**. You will be expected not to take holiday during your first 3 months so any holiday entitlement accrued will be paid at the end of a 3 month fixed term contract.

Professional Development

Upon starting work with us you will be mentored and receive feedback from CTUK's experienced staff. You will be paid to attend any INSET training that we run whilst you are employed by us.

Level: CTUK Basic Maintenance

M1.1 Names of common bike parts

M1.2 Essential basic tools: Names, uses and variations

M1.3 How to clean and lubricate a bicycle

M1.4 Bike checks: Able to assess a bike as roadworthy (M-method or 4-part method)

M1.5 Bike fitting: Know the ideal riding position and problems of riding with poor posture.
Make adjustments to get a good bike fit

M1.6 Fix punctures: removing wheel, tyre and inner tube and replacing correctly

M1.7 Brake blocks: Adjusting alignment, replacing all types

M1.8 Brake cables: Adjusting tension, replacing all types

M1.9 Gears: Adjusting indexing and range, replacing gear cables

Level M2.0: Intermediate Maintenance

Suitable for running Dr Bike sessions and teaching basic maintenance courses.

M2.1 Names of all bike parts.

M2.2 Additional basic tools: Names, uses and variations.

M2.3 Chain: Fixing stiff links. Fitting new chain.

M2.4 Wheel hubs: adjusting cones

M2.5 Adjusting headset

M2.6 Adjusting bottom bracket

M2.7 Truing slightly buckled wheels

Level M3.0: Advanced Level

Suitable for running Bike Building sessions and to teach advanced maintenance courses

M3.1 Advanced tools: Names, uses and variations.

M3.2 Strip and build wheel hubs

M3.2 Strip and build bottom brackets

M3.3 Strip and build headsets

M3.4 Replace spokes and true wheel

M3.5 Replace freewheels; screw-on and cassette

Principles of Cycle Training UK Ltd

Here are the principles which underlie all of the activities of Cycle Training UK Ltd. When considering adopting a new activity or amending an existing one, we should evaluate the activity according to these principles.

Cycling Promotion

We promote cycling as a form of transport. We treat road safety training as a way of promoting cycling. We train to increase people's skills and confidence, not to impose restrictions. We are opposed to compulsory testing for cyclists.

Realistic Training

Our road training takes place on real roads in real conditions. When people want to make specific journeys we take them through those journeys.

Inclusiveness

Cycling is for everyone and, whatever their level of ability or mobility, we work with people to improve their enjoyment of cycling.

Cycling is an effective form of transport for all ages. We teach both adults and children. We encourage parents to join in the training of their children and to cycle themselves. We demonstrate to parents that cycling safely on road is perfectly possible for their children.

Assertive Cycling

Assertive road positioning and behaviour are the key to safe cycling. We teach people to use as much road space as they need to travel safely and effectively. We do not believe that cycle lanes are a requirement for safe cycling.

Simplicity

To cycle all you need is a bike. We help and advise people who want to improve their cycling equipment but we recognise that overstating the importance of the many accessories available can put people off. You do not need special clothes to cycle. We neither promote nor discourage the use of personal protective equipment for cyclists and we endorse the policy of the European Cyclists Federation that parents should be allowed to make an informed choice as to whether or not their child wears a helmet.

Sustainability

In the future we anticipate that many more people will cycle, there will be more public acceptance of cycling and conditions for cyclists will improve. The ideas and practices we teach are sustainable and lead towards such a society.

Co-operation

We are a not-for-profit workers' co-operative committed to the values of self-help, responsibility, democracy, equality, equity and solidarity.

Guidelines for completion of the application Form

The application form is designed to ensure that our recruitment team has the appropriate information to assess each candidate fully and fairly. Your application will be dealt with in strict confidence. It will be seen only by members of the recruitment team.

Equal Opportunities Monitoring Information:

In order to help us monitor the effectiveness of our Equal Opportunities Policy please provide the information requested. All information will be treated in the strictest confidence and will not be used in the decision making process.

Education and Qualifications:

Please list below all educational institutions attended after the age of 16, giving details of courses taken and qualifications obtained. Include any relevant full-time or part-time training that you have undertaken.

Work History:

Please give details of your main work history (paid and unpaid) starting with your most recent or current appointment. Please give information about the dates worked; position held (including whether part-time or full-time; paid or unpaid); employer's name, business, and reason for leaving.

Statement in Support of your application:

The decision to shortlist for interview will be made on the basis of how far applicants meet the requirements listed in the person specification. We recommend that you address each requirement of the person specification in turn. You should give clear and concise information that evidences your experience and skills as well as addressing your availability here.

Personal Information:

The information given in this section is **not** used to shortlist candidates for interview. We may wish to discuss this information with you in confidence at interview.

Referees:

The referees whose names and addresses you give should know you through work, either unpaid or paid. One of your referees should be your current or most recent employer (or equivalent). These will not be contacted until you have been offered the job conditional on references.