



## Session Worker Guidelines

Sessional workers make a significant contribution to our work promoting and encouraging cycling. We value your work, and we want your experience with us to be rewarding and fulfilling. To help you acclimatise to Bike for Good and better understand your role and responsibilities within it, please read the following guideline.

Session Workers will most likely carry out one of the following key roles:

- Mechanic (can include the delivery of Dr Bike events and maintenance classes)
- Cycle Trainer – delivering cycle lessons
- Ride Leader – planning and leading group rides
- Arranging lessons directly with customer as well as delivery

The above roles will often be delivered on location – at a workplace, school or community group. Cycle Training can include group or individual lessons often delivered in a local park or on quiet roads around Bike for Good. Qualifications and experience for work will be outlined by the member of staff booking the session work.

### **Recruitment process**

After receiving your application form, certificates, & paperwork, you will be invited for an interview. If this is successful you will be invited to do a trial shift in the area you will mostly be working in. This will be paid @ £15/hr. (For people known to the organisation, you may just be invited for a trial shift without interview). If your trial shift is unsuccessful, you may be invited to shadow work on a voluntary basis until you become more confident in the area. If the trial is successful you will be considered to be on our approved list. This means you will be included on our group email address that is used across the organisation, and you will then receive offers to work. **If any of your qualifications (including first aid) expire or you are missing paperwork then you will be removed from the email list for work until this is updated - it is your responsibility to keep this updated.**

### **Insurance**

When you are working for Bike for Good as a freelance worker, you will be covered by Bike for Good public liability insurance and therefore do not need your own insurance cover.

### **Booking work**

A member of Bike for Good staff will contact you through our group email when hours are available. This email should detail the nature of the work, qualifications required, the time & date of the session, and the rate of pay. We aim to distribute work fairly, but in our busy season we often rely on *first come, first serve*. If you are allocated the work you will receive an email confirming your attendance. Where possible, a final email will be received prior to the session with a brief of the activity.

### **Cancellations**

Bike for Good may need to cancel a booking if the weather is likely to have an impact on attendance or if numbers are low. If cancelled within 24 hrs notice, you will be paid for the full session. If you can no longer deliver the session, you must give us at least 24 hrs notice and endeavour to find a substitute. Failure to do so will reduce the likelihood of further work in the future. If you are booked for a session and there are no participants on the day, you will be expected to contribute to the organisation in some other way (e.g. checking the fleet bikes).

### **Driving**

For some bookings you may be required to drive to the location in one of Bike for Good vans. Training will be provided if this is the case. When you take the van, please sign and have this authorised for on the appropriate sheet, located in the main office. On return, please repeat this process and attach the key to the clipboard in the main office. In addition please maintain the fuel level to at least half a tank. Guidance will be given to you on using fuel cards.



### **Pay**

Session workers will be paid £15 per hour. You will be paid for time needed to prepare before and after sessions, including if you need to reccy a route.

**NOTE** *Bike for Good staff*: you will be paid this rate ONLY IF the session work is considered exceptional to your day-to-day duties. If the work is considered part of your role (i.e delivering rides, maintenance sessions etc) sessional work will be classed as extra hours and will be paid at your contracted rate. Please complete a time sheet for these hours and return to your line manager who will arrange payment with your monthly salary. All extra hours will accrue holiday allowance which will be calculated by your line manager and added to your annual allocation via BreatheHR. If you have any questions regarding this, please speak to your line manager.

### **Invoicing**

Please provide us with an invoice within 28 days of completing of the work All invoices must include:

NAME  
ADDRESS  
CONTACT DETAILS (email/phone)  
BANK DETAILS  
FULL DESCRIPTION OF HOURS WORKED (including date of delivery)

Please also include the name of Bike for Good staff member who made the booking as a reference. **Invoices should be sent to the member of staff who made the booking.** You must raise separate invoices for each department/person who books you for a session. You are welcome to group your invoices for multiple session if they are with the same department. Our normal payment terms are within 14 days from receipt of invoice.

Please note: these opportunities are available to self-employed people on a sessional basis. You will not be employed by Bike for Good. Conditions for self-employed sessional workers are as follows:

- o You will only be paid for work which is invoiced
- o You are not obliged to take every assignment which is offered
- o You must be self-assessed for tax
- o You will have control over how you carry out the work
- o You will provide your own bicycle and keep it in safe working order (except on Dr Bike sessions)
- o You must give at least 24 hrs notice or provide a substitute should you be unable make the session you have signed up for.

### **Benefits**

Approved Sessional Workers are entitled to a 20% discount off all new Bike for Good stock (within one month of completing last session).

Please direct any questions, issues or suggestions to Victoria Leiper, Head of Projects: [victoria@bikeforgood.org.uk](mailto:victoria@bikeforgood.org.uk) or call 0141 248 5409.