

Introduction from Gregory Kinsman-Chauvet, Founder and Cycling Enthusiast Officer (CEO)

It is an extremely exciting time to join Bike for Good as it is planning to take its award-winning programmes on a national level.

We've launched Scotland's first bike mechanic traineeship starting for women and non binary only. As well as our fantastic New Scots project offering skills, training, and cycling activities to over 80 asylum seekers and refugees.

In addition, we've piloted the world's first impact led bicycle subscription scheme. A real opportunity to develop this circular economy model in collaboration with other organisations. And a lot more you can find out [here](#).

Bike for Good is the go-to community cycling organisation in Glasgow, and one of the largest ones in the UK. We're ready to develop our most innovative solutions to the Scottish (UCI 2023, Cop26) and the UK national level!

With the upswing in interest in cycling and the cycle industry boom, we have a fantastic opportunity for our social enterprise to grow its profit to deliver more social impact outcomes, whether as a customer or a beneficiary user. Exciting times!

"You do not need to be a cyclist to ride a bike"

Peter Walker, Bike Nation

We look forward to meeting candidates who are up for the unique and important challenge to take Bike for Good forward at what is an exciting time for the organisation and the cycling community in the UK.



About Us

Bike For Good is a cycling charity based in Scotland, **our mission is:**

We enable people to ride a bike. We believe that cycling is the most effective and sustainable form of transport; we believe it enhances our chances for a healthy life and environment.

Founded in 2010, Bike For Good sell and service refurbished bikes, run maintenance classes, provide cycle training, and deliver community projects; changing lives for the better through cycling. Bike For Good welcomes any and all new or existing cyclists to engage with their cycling community hubs. Beneficiaries include bike lovers, curious commuters, those with physical and mental health conditions, young people, refugees and asylum seekers, and those who have never cycled before in their lives.

Funding of the organisation comes from the sale of refurbished bikes, and through grants and external funding aimed at tackling environmental, inclusion and health issues (impact).

The Bike For Good team is made up of cycling enthusiasts including professional bike mechanics, and a dedicated outreach team to deliver community projects.

You can view our social impact report here: <https://view.genial.ly/5ee89267e2e75a0d8bce2fe5/dossier-reporting-bike-for-good-social-impact-report-2021>

More information: <https://www.bikeforgood.org.uk/>



Vision

“A healthy and inclusive environment where everyone in the community benefits from more people cycling”

Mission

“We enable people to ride a bike. We believe that cycling is the most effective and sustainable form of transport; we believe it enhances our chances for a healthy life and environment.”

Values

Passionate

We are passionate about cycling as a tool for positive change

Supportive

We work at the heart of communities, empowering people and building partnerships. To make this happen, we nurture a collaborative work environment.

Expertise

We continuously develop our skills and share them with our volunteers and staff, and throughout the community.

Environmentally aware

We protect and preserve the environment for the benefit of all.

Strategic Themes

People - Invest in our teams (volunteer and staff)

Finance - Establish a financially robust Social Enterprise

Users and customers - Deliver outstanding service

Impact - Embed better ways to monitor and report

Job Description

Job Title: Programme Development Manager

Salary: £40,135.32 gross per annum (£32,108.25)

Location: Based in Glasgow - with work across all Bike for Good locations and hubs

Contract: Permanent 30 hours per week (WORKED FLEXIBLY OVER MONDAY-FRIDAY, WITH OCCASION EVENINGS AND WEEKENDS)

Purpose

To support the growth and development of a portfolio of Bike for Good programmes and services in the UK, with responsibility for their delivery, financial and line management duties.

Responsible for social impact delivery across the organisation to ensure our service delivery alignment with our strategy.

Reporting Line

The Programme and Impact Development Manager reports to the CEO

Key Responsibilities:

Principal Accountability

- Lead our key service delivery programmes, with responsibility for scaling up geographically, managing budgets, ensuring the programme targets and outcomes are met and that the programmes are responsive to changing needs.
- This role will be part of the leadership team and as such, they will have to work closely with the Leadership team to ensure that our programmes fulfil their potential, and we maximise our impact through collaboration and co-working on projects.
- Direct line management of Department Leads, ensuring they have everything they need to succeed in their roles.
- To work closely with relevant partners, stakeholders, projects and programmes to ensure that milestones are delivered on time and to budget
- Support the fundraising team with continuation funding for current and new services.
- Demonstrate our impact to funders, partners, stakeholders and communities, and develop partnership opportunities with national organisations across sectors such as cycling organisations, Scottish Government, Local Government, NHS Scotland and the private sector. (stakeholders management)
- Support the implementation of Bike for Good's Equality, Diversity & Inclusion Action Plan and oversee women and non-binary services within Bike for Good
- Represent the organisation at events, meetings and conferences, speak about the impact of our work and the benefits of cycling for transport and act as an ambassador for Bike for Good at all times.
- The role will be fundamental in enhancing the user's experience by ensuring the delivery of an exceptional service that meets and exceeds the users' needs in our communities in the most effective and efficient way.

Knowledge and Experience

The role requires a good level of understanding of the needs of different communities, as well as the ability to motivate various departments working at a distance.

- Educated to degree level or equivalent experience.
- Evidence of ongoing personal and professional development activities during career to date.
- Project planning and management.
- Line management of geographically spread staff.
- Experience of multi-site/location management
- Budget management and reporting.
- Working with community and/or public sector organisations including local authorities. Reporting on targets and funding.
- working in a target-driven environment or similar.
- High standard of written language skills and the ability to present strong arguments for support
- Experience in monitoring and evaluating behaviour change projects.
- Working with diverse user groups or experience in Equality, Diversity and Inclusion
- Experience of managing, coaching and inspiring a large team of staff members

Skills

- IT skills with the use of Google workspace
- Digital Skills with the use of CRMs such as Salesforce
- Written and spoken presentation, and confidence to act as a spokesperson for Bike for Good at local and national level
- Leadership skills
- Interpersonal skills
- Partnership development and stakeholder management
- Networking
- Communications/Marketing
- Interest or experience in Service design
- Report and content writing skills

Other

- Ability to facilitate team workshops such as user journey mapping or process mapping.
- Excellent workplace digital skills and interest in using new technology
- Strong understanding of approaches to continuous learning, monitoring and evaluation.
- Flexible in terms of travel and working hours including evenings, weekends and possible occasional overnights as required.
- Understanding of the importance and impact of using the bike as a mode of transport

Person Specification

- Excellent people skills and the ability to bring teams of people together to achieve shared aims.
- Passionate about Bike for Good's vision and mission.
- Strong values aligned with those of Bike for Good.
- Empathetic and emotional intelligence
- Drive in supported Equality, Diversity & Inclusion
- Organised, driven and hardworking.
- Motivated in finding more effective ways of working while embracing a challenge.
- A can-do attitude to work, concentrating on solutions rather than focussing on difficulties.
- A self-starter who is structured and target-driven and has the capability to manage diverse projects.
- Inspirational, passionate, creative and people-focused.
- Absolute understanding and passion for using the bike as a mode of transport



Bike for Good Benefits, Reward and Recognition Provisions.

Lifestyle	
Pension Scheme	Eligible employees are automatically enrolled in the Bike for Good Pension scheme operated by Nest within three months from their start date. At present Bike for Good contributes 3% with employees contributing 5% (less tax relief)
Stress Counselling Helpline	Confidential service provided by a team of Counsellors who are qualified and experienced in assessing work related problems.
Annual Holiday	37 days per leave (pro rata for part time staff)
Enhanced Sick and absence pay	Company paid sickness absence in accordance with the Absence from Work Policy.
Enhanced Jury Service	Full salary paid during Jury service minus deductions for expenses received from the court.
Bike Purchase / Cycle to Work Scheme	
Staff Discounts on Cycling Goods and Services	
Flexible working Practices	
Long service recognition - 5, 10 and 20 years	

Other	
Staff Survey	Have your say in the quarter and annual anonymous staff surveys.
Training & Development	Opportunities to gain skills and receive formal training, participate in working groups (such as Diversity and Inclusion) and undertake CPD.

How to Apply

Please complete our online equal opportunities form and application form and return to:

Karen@bikeforgood.org.uk

If you require further information or a confidential discussion, please contact Karen on the email address above.

Bike for Good is committed to ensuring that people under-represented in cycling are supported and encouraged at every step in their cycling journey. To achieve this, we want to build an inclusive and representative community, both within our organisation and in the communities we work. As an organisation we are committed to attracting, developing and retaining the best people for Bike for Good and the communities we serve. Everyone will be respected and valued for their contributions.

We encourage people that identify with a marginalised background to apply for our roles, however all applications are welcome and will be treated fairly and equally. If you need additional support or information to aid your application, please contact our HR Manager Karen@bikeforgood.org.uk.

You can read more about our work to increase diversity and inclusion in cycling here on our website: <https://www.bikeforgood.org.uk/about-us/equality-diversity-and-inclusion/>

