

Job Description



1. Job details

Job title:	PEDALL Manager (Fixed-term contract to Dec 2023)
Directorate:	Access and Learning
Team:	Access and Learning
Post number:	To be confirmed
Hours per week:	22.5
Grade:	Band 7
Base:	Lymington Town Hall
Accountable to:	Access and Learning Manager
Responsible for:	PEDALL Operational Lead, seasonal ride leaders
Budget Responsible Officer (BRO):	Yes – £100,000 delivery
Car user:	Casual
Politically restricted:	No
Does this post involve working with children and/or vulnerable people?	Yes
Membership of professional body required:	No
Key liaisons: <ul style="list-style-type: none"> ▪ New Forest National Park Authority (NPA) members and staff ▪ managers in partner organisations ▪ Friends of PEDALL (FoP) ▪ PEDALL Project Board ▪ Community groups ▪ Forestry England (FE) ▪ NHS Property ▪ Local Businesses and sponsors ▪ Funders including Lottery Community Fund, Sport England, British Cycling, ▪ Additional needs schools and care homes ▪ Supporting Children with Additional Needs, Relatives and Friends (SCARF) 	

2 Role summary

- 2.1 To develop and lead a sustainable PEDALL Strategy which ensures the project continues after current funding ends in Dec 2023.
- 2.2 To oversee delivery of the current project, monitor and evaluate PEDALL, manage the project budget and logistics and secure new income sources.
- 2.3 Develop new partnerships and work with key stakeholders including NPA, FE, NHS, local business sponsors and community groups to develop the PEDALL inclusive wellbeing offer. Co-ordinate the PEDALL Project Board, assist the charity Friends of PEDALL (FoP), manage the PEDALL bases in Burley and Ashurst (with the assistance of the Operational Lead) and provide overall Strategic direction and operational support to a team of 40 volunteers and staff.

3 Main duties and responsibilities

- 3.1 Lead the direction of PEDALL to ensure long term sustainability of the project; develop the necessary partnerships, secure resources to run inclusive cycling in the New Forest and meet customer demand.
- 3.2 Manage the facilities and assets of the project including two bases/hubs ensuring all legal leases, planning, permissions and operational processes and procedures are in place and adhered to.
- 3.3 Provide effective project and financial management, managing project logistics and ensuring targets are met, on time and within budget. Maintain risk register, mitigating against identified risks.
- 3.4 Work closely with FoP not-for-profit organisation who raise funds for PEDALL. Write funding proposals and apply for grants to support the charitable objectives of FoP and support the PEDALL project.
- 3.5 Work with external consultants to monitor and evaluate PEDALL and provide evaluation reports to current funders and to be used to secure new funding. Ensure data is collected, evaluation reports produced and learning shared both locally and nationally.
- 3.6 Report progress and oversee financial claims to the Lottery Community Fund, Sport England, British Cycling, and other stakeholders. Co-ordinate and report to the PEDALL Project Board and Friends of PEDALL.
- 3.7 Line manage the PEDALL Operational Lead and seasonal ride leaders, recruit and support a team of 40 volunteers. Develop policies and procedures in liaison with the PEDALL Operational Lead to ensure high quality inclusive cycling sessions are delivered.
- 3.8 Plan the calendar of inclusive cycling events to promote the project and raise funds in liaison with FoP and the PEDALL Project Board
- 3.9 Oversee procurement and contract management of buildings and vehicles with support from the NPA's finance team.
- 3.10 Market and publicise the project; develop the website, print and social media. Recruit organisations such as schools and care providers to take part in the project, managing partner relationships.
- 3.11 Oversee the health and safety of the project, ensuring staff, volunteers and participants are safe and risks managed.

4 Problem solving

- 4.1 Pursue new and innovative approaches to fundraising and grant applications to secure the necessary resource to ensure the sustainable future of the PEDALL operation.
- 4.2 Create new partnerships and relationships with wellbeing organisations, private sector businesses and stakeholders to develop successful funding applications.
- 4.3 Collect monitoring data and feedback for case studies from organisations/individuals who may have limited time and staff resources.
- 4.4 Keep up to date with new procedures and practices within their area of work.

5 Decision making

- 5.1 The Project Board and Line Manager to set targets and objectives for the project but the postholder will be responsible for how these are delivered.
- 5.2 Take day to day decisions to ensure the smooth and efficient running of the project. Exercise judgement on the best use of resources to deliver project outcomes.
- 5.3 Complex decisions that affect the longer-term viability of the project will be made in liaison with the PEDALL Project Board and Friends of PEDALL.

6 Operational responsibility

- 6.1 Responsible for direct line management of the PEDALL Operational Lead to ensure effective delivery of inclusive cycling sessions.
- 6.2 Control the project delivery budget of £140,000pa (Lottery, FoP, ride income).
- 6.3 Manage the day-to-day relationship with key stakeholders and partners of the PEDALL project, funders, community groups, local businesses and sponsors and ensure that the facilities and assets of the project, including two bases / hubs and ensuring all legal leases, planning, permissions and operational processes and procedures are in place and adhered to.

7 Communication

- 7.1 Communication with a range of contacts external to the NPA is required.
- 7.2 Excellent direct communication skills by email and telephone to a range of audiences including stakeholders, partners, people with additional needs, families, senior school staff, care managers and community groups.
- 7.3 Write in a clear and concise manner to produce reports for the Project Board, Lottery Community Fund, other funders and the NPA. Able to write website and social media content using language that is easily understood and accessible to a diverse range of people.
- 7.4 Influence and persuade people to gain their buy in to help support the project financially through making donations or gifts in-kind such as professional support.
- 7.5 Inter-personal skills to work with a wide range of people from different backgrounds and professions.
- 7.6 The position may involve personal contact with people with differing views to the Authority's policies, plans and objectives.
- 7.7 External 70% Internal 30%

8 Working conditions

- 8.1 Work is from an office base in the NPA offices in Lymington but much time will be spent working from the PEDALL bases in Burley and Ashurst.
- 8.2 Occasionally there will be a requirement to support the PEDALL Operational Lead in delivering sessions outdoors in the New Forest National Park.
- 8.3 Work outside normal office hours is occasionally required to meet the needs of the job.
- 8.4 The role will involve contact with vulnerable young people and adults and will require appropriate pre-employment checks.

9 General

- 9.1 The post holder must at all times carry out their responsibilities with due regard to NPA policies and procedures.
- 9.2 All staff have a responsibility to participate in the NPA Appraisal Scheme and to contribute to their own development, and the development of any staff they are responsible for.

10 Job description agreement

- 10.1 The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the service.

**Job holder's
signature:** _____

Date _____

**Manager's
signature:** _____

Date _____

Person Specification

PEDALL Strategic Lead

Criteria	Essential	Desirable	Assessed by
Education / qualifications			
Good general education to A-level standard (or equivalent) or comparable in terms of experience	Y		A
Project management qualification or equivalent relevant experience	Y		A
Have / be prepared to obtain a first aid certificate	Y		A / I
Valid driving license	Y		A / I
Experience			
Demonstratable professional experience of working in a similar role	Y		A / I
Experience of working with partner organisations from public, private and voluntary sector and proven ability to develop and maintain effective links with representatives of appropriate stakeholder groups	Y		A / I
Experience of managing budgets and of monitoring and evaluating projects and writing stakeholder reports	Y		A / I
Experience of fundraising, developing revenue streams and applying for grants	Y		A / I / T
Experience of working at both a senior and practical implementation level including outdoor activities and facilities management	Y		A / I
Experience of managing and delivering events	Y		A / I
Experience of line managing staff and volunteers	Y		A / I
Knowledge			
Knowledge of social media and website platforms and how to market effectively	Y		A / I
Knowledge of buildings management including leases and planning permissions, managing contracts and working with consultants and contractors	Y		A / I
Knowledge of not-for-profit organisations and their governance	Y		A / I
Understanding of disabilities, special educational needs and the challenges people face accessing the outdoors		Y	A / I
Knowledge of risk management/assessment	Y		A / I

Criteria	Essential	Desirable	Assessed by
Skills			
Excellent people and team building skills with ability to communicate to a diverse range of audiences	Y		A / I
Excellent verb and written communication skills including clear concise report writing style	Y		A / I
Good IT skills and knowledge of current systems including Microsoft (Word, Excel, Outlook) with the ability to adapt to new systems	Y		A
Excellent networking and relationship building skills and ability to make things happen	Y		A / I
Good organisational skills with experience of managing own workload to meet deadlines and targets	Y		A / I
Demonstrates good customer service skills to interact effectively and professionally with external and internal customers	Y		A / I
Impact and attributes			
Political awareness	Y		A / I
Ability to understand the need to treat sensitive information confidentially	Y		A / I
A passion for getting people outdoors, able to motivate and enthuse others about why national parks are special places		Y	A / I
A willingness to learn new skills/qualifications	Y		A / I
Ability to work under own initiative and seek innovative ways to solve problems	Y		A / I
Able to meet the physical demands of the role (cycle, lift and move heavy adaptive cycles)		Y	A / I

Evidence assessed by key: A = Application form
I = Interview
T = Testing / assessment / presentation