

JOB DESCRIPTION

POSITION DESCRIPTION:	Community Bike Lead
LOCATION:	Sports House Stadium Drive, Albany
PREPARED:	March 2022
SUPERIOR POSITIONS:	Chief Executive Officer General Manager Active Recreation Manager
TERM:	20 hours

RELATIONSHIPS EXTERNAL

- Auckland Transport
- BikeReady/NZTA
- Primary and Secondary Schools-Principals, teachers, sports coordinators
- MERC
- Regional Sports Trusts
- Other Cycle Training Providers
- Bike Auckland and other community groups
- Cycling NZ
- Bike On NZ Charitable Trust
- Regional Sports Organisations / Clubs

RELATIONSHIPS INTERNAL

- Harbour Sport Staff especially cycle instructors
- Regional Sport Director
- Community Coaching Advisor
- Community Sport Advisor
- Healthy Active Learning Advisor
- Primary Schools Coordinator
- Active Communities Manager
- Active Living Manager

PRIMARY PURPOSES OF THE POSITION

Your primary functional purpose is to seek, participate, be enthusiastic about and collaborate with your colleagues and to achieve agreed key tasks and KPIs

Your task in Harbour Sport is to 'own' your role. You are the leader of your own business unit. You are responsible to market and promote your work, to develop and innovate, to ensure all work is done to the Harbour Sport standard, to carry out research and apply best

practice, to be accountable for your progress and to evaluate all work and complete to the highest standard. Harbour Sport values continuous improvement and expects a commitment from 'good to great'.

This is by far the most important aspect of your work in our organisation and it will determine your remuneration and growth opportunity.

- Lead and plan all aspects of cycle skills training in primary and secondary schools
- Oversee the coordination of Harbour Sport cycle instructors and contractors including rostering.
- Lead all aspects of Harbour Sport's cycle skills training for children and teachers in line with the national Bike Ready standard.
- Train and upskill new Harbour staff to become qualified cycle skills instructors.
- Provide support to other bike and transport projects

KEY TASKS

CYCLE SKILLS TRAINING

- To lead, promote, plan and coordinate the delivery of all grade 1 & 2 cycle skills training in schools for students and if required, teachers working closely with Harbour Sport's Bike Coordinator.
- Oversee promotion of cycle skills delivery to new and existing schools and communication with them.
- Lead Harbour Sport's team of cycle instructors in the day-to-day delivery of Grade 1 and 2 cycle skills training in schools in line with the national Bike Ready standard.
- Oversee and manage all aspects of route planning, health and safety, RAMs development to ensure high standards of safety for all involved.
- If requested, train/up skill teachers in Learn to Ride training and cycle skills delivery.

UPSKILL HARBOUR SPORT STAFF IN CYCLE SKILLS TRAINING

- Deliver Cycle skills and Learn to Ride Training for Harbour Sport staff as required.
- Develop recruitment plan for new external cycle instructors/contractors, providing training and upskilling as needed.
- Ensure Harbour Sport cycle instructors are trained in the Bike Ready National Programme.
- Identify key Harbour Sport cycle instructors to become accredited with Skills Active grade 1 and 2 qualifications. Oversee their ongoing development to become qualified through mentoring.

REPORTING AND COMMUNICATION

- Oversee all monitoring and evaluation of service
- Complete all reporting requirements for Auckland Transport and any future funders.
- Write regular case studies and communicate to funders and stakeholders
- Facilitate regular meetings with Auckland Transport
- Oversee payment of contractors.

- Support any other bike/transport projects which are implemented
- To fully support the philosophy and culture of Harbour Sport and where practical support other Trust programmes/initiatives/events.
- To undertake professional training as may be deemed necessary to meet the duties and responsibilities commensurate with nature of the position.
- To be prepared to work flexible hours, including evening and weekend work.
- To undertake such other duties and responsibilities commensurate with the nature of the position.

PERSON SPECIFICATIONS

QUALIFICATIONS

- New Zealand Certificate in Cycle Skills Instruction- Grade 1 or 2 Skills Active accreditation or ideally working towards this qualification (or an equivalent qualification)
- Completed Bike Ready training
- Current first aid certificate

EXPERIENCE

- Leading and coordinating cycle skills training delivery or other outdoor activities
- Delivering cycle skills training and Learn to Ride sessions for children, young people, adults and teachers (on and off-road)
- Working with schools, sports clubs and in the community.
- Project management, monitoring and evaluation, reporting
- Working in coaching sector.
- In promoting Sport, Recreation and healthy lifestyles in either the sport, recreation or health sector

COMMUNICATION

- Excellent oral and written communication skills, inclusive of presentation to variety of diverse audiences and media releases.
- Computer literate and systems orientated (Word, Excel, Internet, Database,).

OTHER

- Leadership and organisational skills
- Building positive team energy
- Energetic and solution focussed
- Understanding of differing cultures and needs in relation to sport and recreation.
- Ability to work flexible hours
- Commitment to ongoing training and professional development.
- Time Management skills.
- Adaptable and responsive to changing/evolving project.
- Experience/understanding of Project Management principles.
- Commitment to ongoing training and professional development.