



Cycling Standard Project/Development Officer

Job Description

Job Title:	Cycling Standard Project/Development Officer
Responsible to:	Cycling Ireland Coach Education and Development Manager
Contract Duration:	Fixed Term until May 2016 with potential for renewal subject to funding.
Responsible for:	<ul style="list-style-type: none">▪ Development of National Standard for Cycle Training (<i>Cycling Proficiency</i>)▪ Provision of Cycle Instructor Training▪ Implementation of National Standard for Cycle Training
Hours of work:	39 hours per week
Salary:	Dependent on experience and qualifications

Background:

In conjunction with the Department of Transport, Tourism and Sport (DTTAS), Cycling Ireland (CI) has an opportunity for a talented and ambitious individual to work within its Coach Education and Development Unit. CI is looking to employ a Cycling Standard Project/Development Officer to work on the development and implementation of a National Standard for Cycle Training in the first instance followed by the provision of Cycle Instructor Training through the development and implementation of a multi-year plan. This role is on a fixed 2 year term contract. Subject to further funding the role will be reviewed and renewed on an annual basis.

The Department of Transport, Tourism and Sport along with the National Cycling Standards Committee agreed that the Dublin City Council (DCC) Bike Start Programme be adopted and form the basis of the new National Standard for Cycle Training. The existing Bike Start programme will be required to go through a formal review and re-design to ensure that all the desired learning outcomes and standards are achieved, through its Instructor Training Courses and Programme Delivery by approved Cycle Training Instructors.

Cycling Standard Development Officer:

The Cycling Standard Project/Development Officer will be principally responsible for the design, development and rollout of a new National Standard for Cycle Training Scheme in conjunction with other key stakeholders*.

The Cycling Standard Project/Development Officer will be required to work within the Coaching Ireland Framework to ensure all Cycle Training Instructor courses are developed and run in accordance with the Coaching Ireland, Coaching Development Programme for Ireland (CDPI).

This role will require duties to extend to flexible working arrangements. Including weekend and possible evening time commitments. The Cycling Standard Project/Development Officer will work closely with the Project Manager (Cycling Ireland Coach Education and Development Manager).

Responsibilities will include:

Project Delivery

- Lead the development of National Standard for Cycle Training (*Cycling Proficiency*).
- Support the development of National Standard for Cycle Training syllabus and content.
- Support the development of relevant materials, including Cycle Training Instructor resources and programme/participant delivery materials.
- Write project plan for each project phase and keep records of progress.
- Write interim reports and provide monitoring data as required by project manager and project partners.
- Establish and support Tutor and Cycle Instructor network and implement training for Cycle Instructor development including the provision of educational materials, organisation of Cycle Instructor training courses.
- Consult and liaise with existing Cycle Instructors and build up a database of existing providers.
- Develop a database and records of Cycle Training Instructors.
- Develop a database and records of Cycle Training Participants.
- Ensure delivery of Cycle Instructor Training to National Standard outcomes.
- Ensure delivery of Cycle Training to National Standard outcomes.
- Engage with Local Authorities, Educational Institutions to promote and stimulate the interest and take up of cycling.
- Support the delivery of the National Standard for Cycle Training scheme.
- Manage own workload and report on outputs.
- Manage project under the Project Manager's guidance.

General

- Carry out all activities in line with Cycling Ireland established processes.
- Develop own knowledge base on relevant Cycle Training Standards, Programmes, Cycle Safety, etc.

*Stakeholders: Department of Transport, Tourism and Sport (DTTAS), National Cycling Standards Committee (NCS Committee), Coaching Ireland, Cycle Instructors, Local Authorities, Educational Institutions, Cycling Organisations

Person specification:

	ESSENTIAL	DESIRABLE
Qualification & Attainments	Hold a recognised qualification in Cycling Coaching, Leadership or Cycle Training Instructor.	Degree or diploma in sports science. Have some cycling experience. Confident and competent urban cyclist.
Relevant Experience	High level of understanding and literacy in the area of Cycle Safety, Rules of the Road and sustainable transport, with particular emphasis on cycling. Experience of working effectively with stakeholders. An understanding of legislation relevant to sports organizations to include child protection, health and safety, data protection, equity etc.	Demonstrable experience of applying and selling innovative and challenging ideas, ideally in relation to education development in a work or sporting environment.
Special Aptitudes	Competent in the use of information technology. Excellent communicator including presentation skills, social media and communication with people and relevant stakeholders. Ability to keep comprehensive records and produce clear, concise reports. Full clean driving license. Good organisational ability. Experience of making presentations to a target audience.	Competent in use of Microsoft XP or above; and in particular Word, Excel, and Power Point, email, website and social media. Experience of working under pressure and to strict deadlines. First Aid Certificate. Project Management Skills
General Aptitudes	Able to work on own initiative to project brief. Proven track record of Project Delivery Research and report writing skills	

	ESSENTIAL	DESIRABLE
	<p>Be committed, enthusiastic, and motivated</p> <p>Have well developed time management skills</p>	
Disposition	<p>Good Interpersonal skills and ability to work as part of a team.</p> <p>Ability to be self-motivated, resourceful, work on own initiative in a flexible and co-operative manner.</p>	
Circumstances	<p>Ability to work out of normal office hours.</p> <p>Be prepared to undertake training in any relevant job related area.</p> <p>Access to a form of transport that will permit the post holder to meet the requirements of the post in full.</p>	

General information:

Application closing date: May 30th, 2014

Interview and start date: Interviews will be held in Dublin in June for an early July appointment.

Short listing will apply. The post will operate from Cycling Ireland’s office at Kelly Roche House, Dublin 1, though flexible work locations are negotiable.

Interested persons are invited to submit their CV along with a covering letter outlining why they believe they are suitable for the post to Rachel Ormrod, Coach Education and Development Manager, at the following email address: rachel@cyclingireland.ie