


Profile Title:	Active Travel Co-ordinator	 BARNSLEY Metropolitan Borough Council				
Reports to:	Public Health Practitioner					
Employee Supervision:	None	Grade:	5	Profile Ref:	134292	
Purpose of the Post						
To co-ordinate the delivery of active travel initiatives in line with the allocated work area (Cycling, Walking, Active Travel) including health and safety, volunteer management and project reporting.						
Responsibilities						
<ul style="list-style-type: none"> • Deliver relevant active travel and recreational cycling and walking activities as determined as part of the Department's Service Plan. • Support the effective participation of individuals through the various active travel opportunities, including delivery of guidance and training to meet the needs of the Service and to identify development opportunities including accreditations. • Ensure all volunteers and partners receive training and adhere to policies and procedures relative to the role, including but not limited to health and safety, information security, data protection, safeguarding and code of conduct. • Lead and support planned activity to encourage active travel and recreational walking and cycling. • To provide support to a range of participants relevant to work areas such as advice, encouragement and bicycle mechanical support, • Utilise communication mechanisms, including social media, to effectively inform and engage with individuals and community organisations and promote active travel opportunities both internal and external to the Sport and Active Recreation Team. • Develop and maintain effective links to partners and the wider volunteering community to support activity to build social capital and enhance volunteering opportunities. • Maintain awareness of policies and procedures which impact on how the service is delivered and contribute to policy development accordingly. • Gather and report relevant data in order to provide performance management information for the Department's service plan. • Liaise, negotiate and collaborate with internal and external stakeholders including community groups, partner organisations, employees and members of the public. • Keep abreast of local and national developments to enhance the Service and support the strategic priorities of the Council, in particular to achieve strong and resilient communities. 						
Education and Training					Measure	Rank
<ul style="list-style-type: none"> • Level 4 qualification OR appropriate extensive experience in a relevant Active Travel or recreational cycling and walking subject*. • Evidence of professional development in a related capacity. • Teaching/Coaching qualifications relative to active travel, walking and/or cycling. 					A/I	E
					A/I	D
					A/I	D
Relevant Experience					Measure	Rank
<ul style="list-style-type: none"> • Experience of delivering active travel initiatives in various settings. • *Extensive experience of delivering services to a range of different audiences including, 					A/I	E
					A/I	E

<ul style="list-style-type: none"> but not limited to, children and young people, families, older people etc. *Extensive experience of interpreting health and safety procedures in a related active travel environment. Experience of training and/or supervising staff and/or volunteers. Experience of working with different partners Experience working as part of a team, whilst using own initiative. 	A/I	E
	A/I	E
	A/I	E
	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> *Extensive theoretical knowledge and understanding of best practice in participation and engagement, including the barriers to engagement that might exist for specific groups. *Extensive knowledge of delivering active travel, cycling or walking initiatives. Knowledge of promoting activities through social media and face to face engagement. Knowledge of and commitment to equal opportunities Knowledge of safeguarding procedures *Extensive knowledge of health and safety legislation, including risk assessments and safe working practices. 	A/I	E
	A/I	E
	A/I	E
	A/I	E
	A/I	E
	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Strong communication, negotiation and interpersonal skills with the ability to deal with community members / service users as well as internal departments and external partners. Motivating and empowering individuals including those who may be traditionally excluded or lack confidence in participating. Ability to engage and work effectively with partner agencies, other departments and the voluntary and community sector and the ability to communicate effectively with the public using a suitable level of fluency in spoken English, in line with the English Language requirement for public sector workers. Ability to supervise and support volunteers and apprentices in a professional manner Excellent organisational skills including own time management Digitally confident and adept in using online resources Ability to promote volunteering opportunities as part of active travel, cycling or walking activity. 	A/I	E
	A/I	E
	A/I	E
	A/I	E
	A/I	E
	A/I	E
	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. Willing to undertake training and continuous professional development in connection with the post. Willingness to work flexible hours to meet the needs of the service. Work in accordance with our values and behaviours, as part of an inclusive and high-performing council Able to undertake any travel in connection with the post. 	A/I	E
	A/I	E
	A/I	E
	I	E
	A/I	E

* If you do not hold a level 4 qualification then you must be able to demonstrate all criteria marked with an * to demonstrate comparative experience.

If you do hold a level 4 qualification, it is not necessary to demonstrate that you can meet the criteria marked with an *.

