

PROJECT 2013-GB-67 – PEDAL POWER/ SUSTRANS - APPLICATION

Please find below information about 1 position in the above project. The project will start on **1st September 2014 – 31st July 2015**. Please make sure you are available to dedicate this time period to volunteering in Wales.

The deadline for submitting applications is: **23rd June 2014 – 10am GMT**. Any applications received after this deadline will be kept in a reserve pile and are unlikely to be considered.

Please complete the attached **application form** as well as sending a copy of your **CV and a Motivation Letter**, no longer than 1 page each, to leilausmani@unaexchange.org with the subject line : **PROJECT 2013-GB-67 – PEDAL POWER/ SUSTRANS - APPLICATION**

Interviews will take place in the following weeks from the deadline, please ensure you are available. The host organisation will contact you directly and you will need to have access to Skype.

ROLE DESCRIPTION

The volunteer will be based at Pedal Power and spend approximately 50% of her/ his time with the Pedal Power team. The volunteer will then spend the rest of their time with Sustrans working in the area of cycling and sustainable transport. This will make the project varied and an exciting opportunity for the volunteers. There will also be the opportunity to work with the Cardiff Cycle Workshop, repairing and fixing bikes for sale.

These organisations cooperate regularly on projects and have established links. The activities will be coordinated and overseen by staff from Sustrans and Pedal Power.

For the first few months, volunteers will focus on learning about the activities of the different organisations and their approaches to promoting cycling and sustainable transport with the community in Cardiff. Volunteers will be supporting staff members and existing activities. As the project progresses, volunteers will have the opportunity to follow specific interests and shape the project more , taking the lead on project activities when appropriate.

Pedal Power

The volunteer will work closely with Pedal Power's Cycling Officer and Cycling Project leaders providing cycling services to members of the community. When supporting the Cycling Officer, the volunteer will assist in assessing the needs of new cyclists who are disabled and will also provide assistance for those wanting to improve their cycling skills either individually or in a group. Similar support will be given to Cycling Project Leaders.

These activities may take place in the Community, and sometimes late afternoon or in the evening. Part of the role will be to make sure cycles that will be used in sessions are safe and ready for hire. This includes undertaking safety checks on cycles, adding any recommended attachments to adapted cycles, and helping cyclists to get on the cycles. The volunteer will also have the opportunity to support and then lead group rides. The distances travelled will vary from group to group, the aim for many to improve their capacity to cycle longer distances or/and to cycle independently. The volunteer will spend some time on the Reception desk and will be the first point of contact for cyclists and members of the public, as well as helping to manage the hire process as well as general enquiries. This work will involve greeting customers on arrival, organising bookings for cyclists and cycle groups and dealing with enquiries. There will be a range of learning opportunities for the volunteer, especially in terms of working with a wide range of people, including people with a wide range of disabilities and learning about their needs and how to interact with them. Volunteers will also learn practical skills about different bikes and how to prepare them for different customers as well as customer service and team work skills. Volunteers will receive training to enable them to fulfil their roles, especially health and safety training and manual handling techniques.

Sustrans

Volunteers will spend approximately 2 days per week with Sustrans supporting the Bike It project in Cardiff and Bridgend. This will involve cycling to schools with the Bike It Officer to promote the take up of active forms of transport to get to school. The volunteer will support the Bike It officer predominantly working with Primary School aged pupils – 8 years to 11 years. This will include the delivery of practical walking and cycling related activities such as cycling skills workshops, operating a bicycle smoothie maker, demonstrating bicycle care/maintenance and leading guided walks. Appropriate training will be provided for all tasks. Occasional office tasks will be required such as data entry or preparing paper resources for use in the schools. The volunteer should be prepared to cycle up to 15 miles a day. It is expected that the volunteer will also be supporting a second Bike It Officer on a project in Bridgend. This is approximately 20 minutes by train from Cardiff and travel expenses will be covered.

Cycle Training Wales

Volunteers will spend some time with Cycle Training Wales, working in the Cardiff cycle workshop, when not needed by the other projects for activities. Tasks in the Cardiff Cycle Workshop will include logging donated bicycles, repair and refurbishment of bicycles, cataloging of spare parts and bike sales. Volunteers can also assist with project marketing and bike sales. A further volunteer role will be to assist with Dr Bike outreach session, particularly in the Butetown area of Cardiff.