

JOB DESCRIPTION



Job Details

Job Title	Active Travel Instructor
Section	Community Programmes
Location	Varied
Reports To	Active Travel Officer
Direct Reports	None
Salary	Coach / Instructor Band
Employer	Jersey Sport Limited
Residence Qualification	Five-year residency or equivalent classification

Background

Government of Jersey Partnership

Jersey Sport is committed to increasing participation of the least active and underrepresented groups. Our aim is therefore to provide developmental, diverse and inclusive opportunities for all islanders to be active, particularly those who wouldn't otherwise access sport or physical activity.

The remit of Jersey Sport extends across several GoJ Departments, with Health, Children, Young People and Skills, Infrastructure, Housing and Environment, and Public Health being key touch points.

Role of the Active Travel Instructor

The Active Travel Instructor will play a vital role in working across all areas of Jersey Sport, supporting the Officers in already established programmes such as School Cycling, Adult Walk, Run and Cycle Programmes and Cycle Without Limits. They will also be a part of the planning and implementation of new programmes such as workplace Learn to Ride and commute/route planning sessions. This will include daytime, evening, and some weekend work.

Our cycle training programmes are for children from Reception upwards and teaches the basic skills of riding a cycle to more advanced training of cycling on roads and busy streets. The Active Travel Instructor will deliver instruction in schools and the community, teaching children and adults how to ride. They will also deliver to workplaces as part of a corporate programmes.

Programmes will range from teaching non-cyclists to building confidence to allow people to cycle to work, school and leisure regularly. By promoting cycle training opportunities at all life stages, including the rollout of balance bikes in a KS1 setting, cycling will significantly support the outcomes of Active Travel in Jersey.

Cycle Without Limits is a programme designed to ensure that every islander has access to cycling no matter what their needs, or circumstances are. Instructors will be required to assist the delivery of the Cycle Without Limits Disability Cycling which would involve providing group

or 1:1 sessions, utilising our range of adapted cycles for those with a disability. The role would include potential evening work and work at weekends.

This instructor role will support other areas within Jersey Sport. This may include, but not be limited to, supporting service delivery (Community Programmes), community events, meetings, and administration. As such, you will need to be flexible in your approach and willing to work across all areas of Jersey Sport to support the delivery of our wider strategic plan.

Main responsibilities

1. Deliver programmes that develop the confidence and competence of participants, both children and adults, to enable them to access methods of Active Travel, eventually giving them the confidence to embed walking, running or cycling into their daily routines.
2. To support in the recruitment and training of volunteers who will continue to support the delivery of our wider community based Active Travel programmes.
3. Collect and report data on a weekly basis to measure the programmes performance against the organisations KPI's and associated SLA objectives.
4. Ensure all course paperwork including registers, assessments and results are accurately recorded.
5. Ensure compliance with Jersey Sport Policies, including Health and Safety, Safeguarding and Risk Management, including training, reporting and Standard Operating Procedures.
6. Plan and deliver high quality Bikeability sessions that engage and progress learners.
7. Build and maintain positive relationships with key stakeholders such as schools, Government and other organisations.
8. Reduce barriers to accessing physical activity bringing walking, running & cycling to more people regardless of their ability.
9. Work effectively with the Active Travel Officer to ensure seamless communication and to support activity across all Active Travel programmes.
10. Continually research best practice in Active Travel, making recommendations to management on the continual improvement of the schemes.
11. Assist the organisation with any other relevant tasks as deemed appropriate by management, as and when required.

Person Specification

Experience	Requirements
Experience and confidence of cycling unaided both on and off road.	Essential
Experience of coaching children, young people and adults to improve and	Essential

develop their competencies and confidence, with the ability to engage and inspire diverse groups.	
Knowledge/Interest in Cycling and Active Travel	Essential
Knowledge and understanding of the National Curriculum for Physical Education and experience of working towards a syllabus of work.	Desired
Experience in programme monitoring, evaluation and reporting	Desired
Experience of health & Safety and risk assessment process to ensure safe practise is maintained at all times.	Desired
Skills	Requirements
Strong interpersonal and communication skills, with the ability to engage and inspire diverse groups.	Essential
Ability to plan, deliver, review and improve inclusive and engaging Cycle Training sessions for a range of ages and abilities.	Essential
Ability to work under own initiative and be able to prioritise tasks to meet Deadlines.	Essential
Ability to demonstrate safe working practices in the delivery of play and physical activity within inclusive and child friendly environments.	Essential
Strong organisational and time management skills.	Essential
Personal Qualities and Attributes	Requirements
Passion for and commitment to developing participants competence and confidence.	Essential
Friendly and approachable manner to develop strong relationships	Essential
Excellent communication and motivation skills.	Essential
A team player and a problem solver.	Essential
Willingness to learn and develop, including the pursuit of professional qualifications, as and when appropriate.	Essential
Qualifications	Requirements
A recognised national governing body qualification, at a minimum of Level 2 standard and/ or degree based on sport, health, education/ physical activity coaching.	Essential
Bikeability instructor or equivalent national standard Cycling Instructor qualification.	Desired
Up to date Safeguarding (Adult and Children) and First Aid certificates	Desired
Current and valid driving licence, ideally a form of personal transport	Essential
More Information For an informal discussion about the role, please contact Jay Cracknell, Active Travel Officer at Jay.Cracknell@jerseysport.je or on 01534 757722	

