



Cycling Officer (Bike Fleet and Site Oversight Lead)

- Location: BikeAbility Wales (Dunvant Rugby Club, Swansea, SA2 7RU)
- Hours: 28 hours per week. Core hours are as follows:
 - Monday 9.30am to 1pm (flexible)
 - Tuesday, Wednesday and Thursday 9.30am – 5.30pm
 - Saturday 9.30am to 1pm
- Salary: £26,500 per annum pro rata (actual salary £21,200 per annum).
- Deadline for applications: 5pm, Wednesday 16th September 2026.
- Interviews likely to take place: Friday 25th September.
- Pension: Employer contribution to Nest pension scheme of 3%
- Annual leave: 25 days annual leave per annum plus bank holidays pro rata. At the discretion of management, BikeAbility Wales closes for 5 days over Christmas with no requirement for staff to take annual leave.
- DBS: Enhanced DBS check required for this role.

Contract

- Two year contract with extension subject to funding (six months probation period)

Job Description

Background

BikeAbility Wales is an inclusive cycling charity which enables people who would otherwise be excluded to enjoy the pleasures and health benefits of cycling. It became a registered charity in September 2008 and has become established as Swansea's leading provider of supported, specialist cycling activities for the disabled community and of cycling training at all levels.

Purpose of the role

To develop and deliver cycling activities, guided rides, lessons and courses for children and adults including those who are disabled or neurodiverse.

To support people of all abilities to use both specialised and conventional bikes at our site at Dunvant Rugby Club, on the Clyne Valley and Swansea Cycle Path, and at external events.

To lead on oversight of our bike fleet and site, working with colleagues and volunteers to:

- Coordinate our maintenance schedule and oversee bike and equipment donations; and
- Provide practical oversight of our site at Dunvant Rugby Club, reporting and helping to respond to any issues or risks.

The ability to move heavy bikes around our site and to undertake basic bike maintenance tasks (e.g. puncture repair, changing tyres, etc.) is essential for this role. We are interested in hearing from people with transferable skills and training will be provided if needed.

Key Tasks & Responsibilities:

- To work with the Cycling Officer (Social Media and Marketing Lead) to develop and deliver cycling activities, lessons and courses for children and adults including those who are disabled or neurodiverse. These will take place at our site at Dunvant Rugby Club, on the Clyne Valley and Swansea Cycle Path, and at external events.
- To lead participants and volunteers on guided rides.
- To support customers to hire bikes.
- To select, and adjust where necessary, appropriate specialist cycles to support each participant's individual needs (training in the use of specialist cycles will be provided).
- To undertake daily risk assessments and bike safety checks, and to undertake basic bike maintenance tasks such as putting air into tires.

- To deliver 1:1 cycling lessons to children and adults (training will be provided in BikeAbility Wales' approach to training)
- To work with and support the development of new and existing volunteers.
- Alongside the other Cycling Officer, take responsibility for the day to day delivery of key BikeAbility Wales policies such as Health & Safety, Safeguarding, Lone Working and Service Delivery Standards.
- To keep records of the day to day running of the venue and to support the collection of data and feedback for project monitoring purposes.
- To work with bike maintenance staff and volunteers to coordinate the BikeAbility Wales maintenance schedule.
- To oversee bike donations and to keep up to date and accurate records.
- To identify, report and, where appropriate, respond to risks related to our site at Dunvant Rugby Club.
- To work both independently and as part of a team with staff and volunteers.
- Maintain an excellent standard of customer service.
- To manage money taken for services delivered effectively through cash and card payments, delivering site opening and close down procedures when required.
- Work with the Cycling Officer (Social Media and Marketing Lead) to ensure an excellent standard of onsite hygiene and safety.
- To liaise with the Cycling Officer (Social Media and Marketing Lead) and Director in relation to the smooth running of the organisation.
- Be flexible in your job role and willing to assist in all other duties, within reason, as requested by your manager.

Cycling Officer

Person Specification

Assessment code: A= application I = interview

	Essential	Desirable
Qualifications	Relevant qualifications or equivalent experience relevant to the job description.	Cycle Training qualification. ('BikeAbility', National Cycle Standards, Agored) Cytech qualification. Health & Safety qualifications or training. Qualifications related to working with children, disabled people or those recovering from illness or injury.
Experience /Knowledge/ Abilities	Experience of working with or supporting people of all abilities, including children and disabled people. Experience of leading activities and/or delivering training. Knowledge and experience of cycling. The willingness to undertake training in cycle training delivery. Customer service experience. Ability to work on your own initiative & within a team and maintain effective working relationships. Excellent organisation skills and experience of coordinating data and/or schedules. Knowledge of Health & Safety and risk assessment processes.	Ability to lead fun, varied, safe and informative bike rides. Experience of working with volunteers. Knowledge of emergency First Aid procedures. Experience of working within community or public sector organisations. Experience of assessing and responding to any risks within an office, site or service delivery environment.

	Ability undertake basic bike safety checks and bike maintenance tasks. Ability to use standard IT packages including Microsoft Word, Excel and Outlook.	
Personal	Proactive 'can-do' attitude to work Excellent communication & people skills. Warm, approachable, adaptable, empathetic & patient. Diligent and conscientious, with excellent time management.	

Application deadline: 5pm, Wednesday 16th September 2026

Interviews likely to be held: Friday 25th September (this may be subject to change).

To apply please send a CV and a Personal Statement explaining how you meet the requirements of the Person Specification above by email to:

info@bikeabilitywales.org.uk

Questions are very welcome! If you would like further information please contact Laura Courtney, Director, BikeAbility Wales on: info@bikeabilitywales.org.uk.