Cycling Officer

- Location: BikeAbility Wales (Dunvant Rugby Club, Swansea, SA2 7RU)
- Hours: 24.5 hours per week (with opportunity for extra hours during school holidays, not mandatory).

  Core hours are as follows:

  - Tuesday, Wednesday and Thursday 9.30am – 5.30pm
  - Saturday 9.30am to 1pm
- Salary: £26,000 per annum pro rata (actual salary £18,200 per annum).
- Deadline for applications: 5pm, Sunday 22nd November 2026.
- Interviews likely to take place: Tuesday 1st December.
- 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

- Permanent (subject to 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.

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 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 ensure the smooth running of the BikeAbility Wales maintenance schedule.
- To keep up to date and accurate records of bike donations and ensure donation policies and procedures are followed.
- 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 other staff and volunteers to ensure an excellent standard of onsite hygiene and safety.
- 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) Health & Safety qualifications or training. Qualifications or training 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, in a professional or voluntary role. 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.	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 charity, community or public sector organisations.

	Knowledge of Health & Safety and risk assessment processes. Ability to undertake basic bike safety checks and bike maintenance tasks, or the willingness to learn. 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.	

Deadline for applications: 5pm, Sunday 22nd November 2026.

Interviews likely to take place: Tuesday 1st December (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.**