



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Trainer (Cycle Instructor)</b>
<b>Responsible to:</b>	<b>Senior Bikeability Trainers</b>
<b>Responsible for:</b>	<b>Trainees</b>
<b>Operational Area:</b>	<b>West Oxfordshire and Cherwell</b>
<b>Location:</b>	<b>West Oxfordshire and Cherwell</b>
<b>Date:</b>	<b>October 2025</b>
<b>Contract type:</b>	<b>Freelance</b>

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### SUMMARY

Windrush Bike Project is looking for an excellent communicator to deliver fun, inspiring and confidence boosting Bikeability cycle training courses. The bulk of our cycle training is delivered in years 5 and 6, but we also work with younger and older clients.

You must have either completed (or be willing to complete) the full 4 day Bikeability National Standard Instructor's course and be provisionally or fully accredited. You will also be subject to a Disclosure and Barring Service (DBS check), and hold up to date first aid and safeguarding training (or be willing to undertake it).

### Main Duties

To prepare, plan, deliver and evaluate cycle training courses. You must be a competent and confident cyclist with good communication skills and the ability to deliver excellent training to the UK's national standard for cycle training (Beginner, Intermediate and Experienced).

Specific requirements of the role include the following.

- To be able to motivate and inspire others about cycling with a good understanding of cycling as a means of transport, leisure pursuit and healthy form of exercise.
- To be responsible for maintaining health and safety during cycle training sessions.
- You must be able to work without direct supervision, be well organised and be able to deliver to targets.
- Conduct suitable risk assessments of the cycles, the training area and on-road locations and record in writing

- You will be required to complete online course administration including attendance registers, consent forms, client assessments, course reports and results.
- You will need to be flexible and enjoy working as part of a team.
- Able to liaise with clients, schools, businesses and individuals
- To be reliable and punctual
- Provide advice to clients on any relevant cycling matters

### **ADDITIONAL RESPONSIBILITIES**

- Adhere to all the policies and procedures of the Windrush Bike Project
- Commit to Continual Professional Development and undertake any training and development deemed necessary to fulfil criteria of post.
- Any other duties commensurate with the level of the post.

### **Pay**

£14 per hour provisional qualification or £16 per hour for instructors holding a full qualification, based on a freelance contract.

### **Application**

Please send your full CV (with all gaps explained) along with a covering letter explaining how you fit the person specification addressed to Kath [kath@windrushbikeproject.uk](mailto:kath@windrushbikeproject.uk)