



Inclusive Cycling Programme Coordinator

Locations: Oxford (Cyclability Horspath) and Witney (Wheels for All)

Hours: 24 hours per week - including delivering fixed sessions on Tues (am), Weds (pm), Fri (am) and some Saturdays (am). Other hours can be flexible.

Reports to: Joint CEOs, Windrush Bike Project

Role Summary

The Inclusive Cycling Programme Co-ordinator leads the delivery of year-round outdoor cycling sessions designed for people living with physical or cognitive disabilities and those with support needs. The role ensures sessions are safe, welcoming, well-organised, and tailored so every participant can enjoy cycling in a way that suits them.

Key Responsibilities

- Session planning – monitor bookings, set up participant registers, respond to enquiries, organise volunteer cover.
 - Session delivery — Plan and run cycling sessions, ensuring they are inclusive, engaging, and adapted to individual needs and abilities.
 - Participant support — Welcome participants and carers, assess needs, match individuals to appropriate cycles.
 - Volunteer coordination — Brief, support, and supervise volunteers to ensure smooth and safe session delivery.
 - Cycle fleet management — Oversee the adapted cycles (trikes, handcycles, tandems, side-by-sides), including basic safety checks, reporting maintenance needs, and ensuring equipment is stored correctly.
 - Health & safety — Complete risk assessments, maintain safe session environments, and follow safeguarding procedures.
 - Record keeping — Track attendance, collect feedback, and support monitoring and evaluation requirements.
 - Community engagement — Build positive relationships with participants, families, carers, schools, day services, and local partners.
 - Promotion & outreach — Support awareness-raising activities to grow participation and visibility of the programme.
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Person Specification

Essential

- Experience working with people living with disabilities or additional needs.
- Able to work outside year-round including helping to move cycles and equipment
- Strong communication skills with a warm, patient, and inclusive approach.
- Ability to lead sessions and manage groups confidently.
- Commitment to safeguarding and inclusive practice.
- Organisational skills to manage equipment, volunteers, and session logistics.
- Good IT skills to manage payments, use tablets and submit data
- Good written English
- Able to travel between Oxford and Witney sites

Desirable

- Cycle training experience (e.g., Bikeability or similar).
- Basic mechanical awareness (or willingness to learn) for cycle safety checks.
- First Aid qualification.
- Experience coordinating volunteers.
- Knowledge of adapted cycles and inclusive sport.

Terms and conditions

24 hours per week including delivering fixed sessions on Tues (am) Horspath, Weds (pm) Witney, Fri (am) Horspath and some Saturdays (am) Witney. Other hours can be flexible.

Pay: £26,000 - £32,000 pa pro rata (FTE) for 24 hours per week - depending on experience

Conditions: holiday 28 days per year pro rata, enrolment in NEST pension scheme

Contract type - fixed term September 2026 - September 2028 (with intention to secure funding to make the position permanent)
