

EPHING FOREST DISTRICT COUNCIL JOB DESCRIPTION

JOB TITLE:	Mountain Biking Trail Leader	POST NO:	CHW31
DIRECTORATE:	Communities	SECTION:	Community Health and Wellbeing
GRADE:	5	CAR ALLOWANCE:	No
DBS CHECK:	Yes	DBS LEVEL:	Enhanced

PURPOSE OF THE JOB: To lead or assist with mountain biking coaching/ride leading on Sports and Health Development mountain biking activities in the district.
To ensure volunteers/young leaders are briefed and mentored at sessions so that they gain a positive experience.
To liaise with parents and guardians to ensure that they are kept up-to-date with participant developments or issues that may arise.
To promote sports development and partner activities.

DIRECTLY RESPONSIBLE TO: Senior Community Health and Wellbeing Engagement Officer
Community Health and Wellbeing Engagement Officer
Older People's Engagement Officer

DIRECTLY RESPONSIBLE FOR: Volunteers and Participants

LIMITS OF AUTHORITY: See attached sheet

MAIN DUTIES AND RESPONSIBILITIES:

(a) Service responsibilities

1. Prepare for rides, anticipate and minimise safety factors through risk assessments in accordance with EFDC procedures.
2. To lead/ assist in leading small groups of young people/adults of all abilities on mountain biking rides in the district.
3. To develop rider skills through progressive and well planned rides.
4. Lead/assist with equipment checks, trailside maintenance, navigation and managing emergencies.
5. To assist senior coaches on activities as instructed
6. To encourage sustained attendance from participants throughout the whole programme of activity.
7. To support work with clubs and other community groups to ensure participants are retained in activity.
8. To encourage further development of participants by signposting to local clubs or opportunities.
9. To actively promote Community Health and Wellbeing Activities and partner activities.
10. To be a positive role model, creating a positive and fun environment in which to motivate and encourage people to participate in activity
11. To effectively supervise, mentor and direct support staff, volunteers and young leaders where appropriate.
12. To maintain current knowledge of relevant national governing body programmes and best practice and ensure all sessions are conducted in accordance.

13. To carry out administrative duties as necessary e.g. maintain accurate attendance registers, collect monies, carry out risk assessment etc.
14. To assist in the collection of management information.
15. To develop and maintain positive and effective working relationships with all partners and community organisations.
16. To agree and abide by the Epping Forest District Councils code of conduct and carry out duties in accordance with the Epping Forest District Councils policies, including Equality, Safeguarding, Health and Safety at work, etc.

The above duties and responsibilities do not include or define all tasks which may be required to be undertaken by the post holder. The duties and responsibilities may vary with out changing the general character or grading of the role.

(b) Corporate responsibilities:

1. To observe all of the requirements of Safeguarding and to report any potential concerns in accordance with the Council's Safeguarding Policy.
2. Ensure that appropriate safeguarding referrals are submitted to external agencies within recognised timescales in the absence of the safeguarding team.
3. Attend appropriate training and refresher courses on safeguarding issues to ensure knowledge is kept up to date.
4. Attend relevant safeguarding meetings as and when necessary.
5. Promote the safeguarding mission statement wherever possible, highlighting any gaps in provision and flag up issues or action points to be considered to the Safeguarding Team.
6. To attend meetings of the Council, outside bodies and inter-departmental meetings as required.

(c) Management responsibilities:

None.

(d) Responsibilities for Health and Safety:

Epping Forest District Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health and Safety at Work Act 1974:

- To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do

- To co-operate with Epping Forest District Council in order to enable statutory requirements to be implemented
- Not to intentionally interfere with or misuse anything provided in the interests of health and safety.

(e) Responsibilities for Finance:

1. To collect participant fees and mark of register as and wen instructed by the head coach.
2. To ensure participant fees are passed on to head coach or responsible officer

POLITICALLY RESTRICTED POST:

No

REHABILITATION OF OFFENDERS ACT 1974:

Not Exempt

Signed: _____ Date: _____
(Director)

Signed: _____ Date: _____
(Post Holder)

PERSON SPECIFICATION

POST TITLE: Mountain Bike Trail Leader

POST NO: CHW31

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF/I/ST/P)
1.	Education, Training and Knowledge			
(a)	MTB Leaders Award/Equivalent MTB Leader Training.	E		AF/I
(b)	Emergency First Aid Training.	E		AF/I
(c)	Safeguarding and Child Protection training	E		AF/I
	Ability to undertake within three months of appointment.	E		AF/I
(d)	Knowledge of navigating around the Epping Forest district.		D	AF/I
(e)	Knowledge of Social media/apps and smart phones.		D	I
(f)	Knowledge of bike maintenance and safety checks.	E		AF/I
2.	Experience			
(a)	Experience of leading groups in cycling.	E		AF/I
(b)	Experience of working with children and young people.	E		AF/I
(c)	Experience of working in an outdoor/adventurous activity.	E		AF/I
(d)	Experience of mentoring/supporting volunteers.		D	AF/I
(c)	Experience of monitoring and evaluating impact of session.		D	AF/I
3.	Skills			
(a)	<u>Oral Communication</u>			
	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E		AF/I
	Ability to communicate clearly and effectively, to both participants and parents.	E		I

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF/I/ST/P)
(b)	<u>Written Communication</u> Ability to read maps and navigate. Ability to write clear and detailed session plans as well as route maps.	E	D	I
4.	Expected Values and Behaviours			
(a)	Trust Able to demonstrate openness and honesty and to be able to treat everyone with respect, take responsibility for own actions and give and receive constructive and consistent feedback to others.	E		I
(b)	One Team Ability to work effectively within a team in order to meet shared objectives. Participates as a team member and enthuses others to behave similarly.	E E		I I
(c)	Performance Take pride in one's work and be able to demonstrate an ability to strive to achieve excellence, as well as being able to learn from mistakes, continually develop skills and be willing to learn.	E		I
(d)	Innovation Excellent problem solving skills to help deliver on successful sessions. Forward thinking to anticipate future problems.	E E		I I
(e)	Customer Able to demonstrate an ability to put the customer at the heart of everything, and to provide services that are tailored to the different needs of communities.	E		I
5.	Physical Demands			
(a)	Physical ability to lead activity and demonstrate skill.	E		I
(b)	Physical ability to carry equipment, set up, pack away equipment.	E		I
6.	Other Requirements			
(a)	Able to work outside of normal working hours.	E		AF/I
(b)	Full valid drivers licence.	E		AF/I

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF/I/ST/P)
(c)	Own vehicle or transportation to and from activity.	E		AF/I

Signed: _____
(Director)

Date: _____

**EPPING FOREST DISTRICT COUNCIL
LIMITS OF AUTHORITY**

Post No: CHW31	Post Title: Mountain Bike Trail Leader
Authority:	Comments:
<p>Spending Control Officer</p> <p>For budgets and expenditure codes attaching to the post as set out in the Council's budget document and subject to direction by the Head of Service.</p>	N/A
<p>Authorised Signatory</p> <p>As set out in the schedule maintained by the Head of finance and updated from time to time by the Head of Service.</p>	N/A
<p>Financial Regulations</p> <p>As required by Heads of Service or as directed by the Council.</p>	N/A
<p>Delegated Authorities</p> <p>As determined by the Head of Service in accordance with the schedule of delegated authorities in the Council's Constitution.</p>	N/A
<p>Statutory Authorities</p> <p>As determined by the Head of Service and approved by Council specifically or as delegated.</p>	N/A
<p>Signing of Correspondence</p> <p>As determined by the Head of Service in any relevant category of correspondence.</p>	N/A
<p>Supervisory/Managerial</p> <p>As determined by the Head of Service.</p>	N/A