

Experience Community – Activity and Events Officer

Job Description

Job Title: Activity and Events Officer

Hours: 40hrs/week (including one Saturday per month)

Pay: £26,000 per annum

Job share will be considered upon request

Line Manager: General Manager

Purpose of the Post: To help Experience Community develop its activities and equipment demonstrations at Leeds Urban Bike Park (LUBP) and across West Yorkshire for disabled people.

Ideal Candidate: This is a peer-led position so the ideal candidate will have a physical disability, enjoy spending time outdoors throughout the year and have experience of using Mountain Trikes, adapted bikes and electric wheelchair attachments.

Based: Leeds Urban Bike Park, Ring Rd, Middleton, Leeds, LS10 3TN and The Civic Basement, New Street, Slaithwaite, HD7 5AB.

Context: Experience Community CIC is a not-for-profit organisation that helps physically disabled people access the outdoors through the use of specialist equipment. We are establishing a new mobile hub service based at Leeds Urban Bike Park that will tour West Yorkshire to demonstrate equipment to disabled people at charities, local groups and educational institutions. This exciting new project requires an Activity and Events Officer and the successful candidate will run these activities at locations across the county and demonstrate specialist mobility equipment to our clients in a safe and inclusive environment. A Support Worker will be provided through Access to Work to assist with this role where required.

Requirements: Enhanced CRB check, references, identity check, driving licence and interview by panel.

Purpose of the post

- To contribute to all aspects of the day-to-day running of our activities
- To promote and run Experience Community events and activities at Leeds Urban Bike Park and other locations for disabled people and other stakeholders
- To give unbiased demonstrations of mobility equipment and give advice where appropriate
- To signpost clients to appropriate grant givers and provide advice regarding funding of mobility equipment

Main Responsibilities

1. To run safe and inclusive walking and cycling sessions and demonstrate use of mobility equipment, and to answer questions related to those demonstrations
2. To assist/give guidance, where required, to clients who are involved in sessions and demonstrations
3. To be aware of any health and safety implications of procedures, and take action to maintain a safe environment, raising any concerns with their line manager
4. Where required, provide feedback on client participation and any issues arising in the course of the demonstration to their line manager
5. Where required, to ensure that equipment is safe to use, functional and paperwork/tool kits are prepared before the start of the session
6. Maintain client participation and contact records in line with GDPR
7. Promotion of the opportunities provided by Experience Community on social media and at LUBP
8. Work with colleagues of Experience Community for the benefit of all
9. Signpost clients to grant and support opportunities
10. Facilitate the sale of appropriate equipment to the client

Delivery Officer Person Specification

Experience, skills and knowledge

Essential

- Lived experience of a physical disability
- Experience of peer support and working with physically disabled adults
- Health and safety requirements relevant to the role
- Experience of sales and demonstrations and in using social media as a marketing tool
- A friendly, open personality with the ability to communicate with a diverse range of people
- Good written and verbal communication skills
- Knowledge of computers for word processing and data handling
- Knowledge and understanding of issues in connection with customer confidentiality and GDPR
- Ability to develop and maintain appropriate administrative systems
- Ability to work as part of a team
- Full driving licence and access to a vehicle for work

Desirable

- Experience of organising and running group activities
- Experience of facilitating training
- Experience of working in or knowledge of the voluntary sector
- Experience of gathering and collating information and presenting in appropriate format
- Knowledge of grant awarding and funding of opportunities

The job description will be reviewed regularly and may be subject to change.