**Volunteer Role Descriptor: Re-Discover Dundee Cycle Ride Leader**

**About Re-Discover Dundee**

Re-Discover Dundee is a forward-thinking partnership project between the Dundee Green Health Partnership, Dundee Voluntary Action and Volunteer Dundee, aimed to encourage people to engage in cycling and promote positive health and wellbeing. Re-Discover Dundee has a fleet of 8 e-trikes, 2 e-bikes and 1 trailer, currently stored at Finmill Community Centre, and offers one-off taster sessions and regular cycle rides across the local cycle network.

Beneficiaries of Re-Discover Dundee have all levels of abilities and provide from a wide range of backgrounds. The pilot is intended for older people, those who have not been on a bike for a number or years or anyone who is looking to become more confident on a bike, as a means of becoming more physically active and exploring Dundee from another perspective.

Rides are planned and previously assessed by Re-Discover Dundee, and are booked in advance. Outings have a maximum duration of two hours and up to eight participants per group. Two volunteers are responsible for leading and supervising the group to ensure that participants enjoy a fun, safe and positive experience.

**About the role**

Are you an enthusiast and experienced cycler? Are you willing to share your skills with others? You have the opportunity to become a Cycle Ride Leader or Assistant volunteer with Re-Discover Dundee. As a volunteer, you will encourage participants to trial e-trikes or e-bikes and enable them to join in guided rides in a friendly and supportive environment.

Even though participants will have the opportunity to undertake Essential Skills training, volunteers will offer the reassurance, confidence and support required to meet individual needs and preferences.

This is a great opportunity to embark in an innovative pilot scheme in Dundee, and with your help we will be able to make cycling more accessible and enable a progressive shift towards building more active and sustainable communities.

**Main tasks and responsibilities**

Volunteers are required to:

* Engage positively and proactively with participants.
* Motivate and support participants according to their personal circumstances.
* Start the cycle ride at the agreed place and time, lead the group and follow the planned route.
* Carry out the relevant checks before and after the rides.
* Make every effort to safeguard participants from any form of risk and in the event of an incident, following the agreed procedures where required.
* Log volunteer hours online and details of cycle rides, participants and outcomes.
* Support Re-Discover Dundee ethos and contribute to the achievement of its outcomes.
* Comply with Volunteer Dundee policies and procedures, including Health and Safety guidelines, understand and maintain appropriate boundaries (training provided).
* Follow best practice principles as per induction and training.

**Personal experience, skills and qualities needed**

* Experienced and confident rider.
* Approachable and enthusiastic about active travel and outdoor activities.
* Good understanding of Bikeability and National standards to cycle safely and responsibly (training provided).
* Knowledge of the local cycle network or willingness to be acquainted with the cycling trails.
* Experience of engaging and working with individuals/groups in a community setting.
* Ability to communicate clearly and efficiently with others.
* Confident in managing and leading a group of up to eight participants.
* Reliable, committed and flexible.

**Other requirements**

* Give a clear indication of your availability and be realistic about your level of commitment.
* Complete a self-declaration form as part of your selection process. Having a criminal record doesn’t necessarily exclude candidates from volunteering with Re-Discover Dundee. Those disclosing a criminal conviction will be considered on a case-by-case basis.
* Become a member of the PVG Scheme or undertake an update, if you are already a member.

**Time commitment**

Ideally, a minimum of two cycle rides per month, with a minimum of a year commitment upon completion of induction and training.

**Location**

Rides will start at one of our three hubs (i.e. Finmill Community Centre, Fairfield Community and Sports Hub or alloway Centre). E-trikes are currently stored at Finmill Community Centre.

**Training**

Volunteers complete a Cycle Ride Leader training, which covers the skills necessary to lead cycle rides on roads and on recognised cycle paths. The course is usually delivered as a one-day course but there is scope for completing it over a two half-day sessions. Continuing Professional Development Accreditation is provided on completion.

**Recruitment process**

The recruitment process in becoming a Cycle Ride Leader involves:

* Application form and two suitable references
* Informal interview
* Induction session and Cycle Ride Leader training
* Satisfactory PVG Scheme Record check
* Satisfactory references
* Regular volunteering
* Exit interview

Date role created: October 2018

Revised: June 2019

For further information, please contact Re-Discover Dundee

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