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

**About Re-Discover Dundee**

ReDiscover Dundee is a cycling community project managed by Dundee Volunteer and Voluntary Action (DVVA) which aims to encourage people of all ages and abilities to engage in cycling and promote positive health and well-being. The project has a fleet of 12 electric trikes and 5 electric bikes and 1 trailer, and offers registered participants the opportunity to join a 12-week programme of support, including eight 1-2-1 cycle sessions, four group cycles as well as special cycle events exploring the city’s green networks.

The rides are planned and previously assessed, 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 the participants have a safe and positive experience.

Volunteers play a vital role supporting new participants and existing ones by delivering taster sessions and/or leading rides. Undertaking the Cycle Ride Leader training delivered by Cycling Scotland and demonstrating the level of skill and ability required is necessary to become a ReDiscover Dundee cycle ride leader or assistant.

**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. You’ll participate in a number of events, including local community and city-wide activities to help promote the Re-Discover programme.

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 programme 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.
* 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, or ability to provide 1-2-1 cycle sessions on a weekly basis with a minimum of a year commitment upon completion of induction and training.

**Location**

Rides will start at one of our locations (The Change Centre, Royal Victoria Hospital).

**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: September 2022

For further information, please contact Re-Discover Dundee

on 01382 305757 or greenhealth@dvva.scot