

## Cycle Leader Role Description

### Purpose:

To lead short, accessible, community-based cycling activities for local people wishing to get involved in cycling. These cycling activities will help people to improve their health and wellbeing through cycling, as well as giving people opportunities to socialise, meet new people, have fun and reduce isolation.

### Skills and qualities that we are looking for in a cycle leader:

- Enthusiasm and knowledge of the benefits of cycling
- Confident rider
- Friendly, welcoming and supportive to participants
- Good communication skills
- Reliable, punctual and organised
- Willingness to work as part of a team
- Willingness to undergo basic training



### What is the time commitment required?

Cycling sessions typically last around 50 minutes to 1 hour. You will also spend time doing recce of new routes for led rides, which includes a route risk assessment and pre-riding the route. Therefore, if you include travelling, preparation, and paperwork, leading a single ride session close to home typically takes around 2-2.5 hours. You might also attend the occasional volunteers meeting and possible refresher cycling training.

We request that cycle leaders attend 8-12 sessions a year, which is roughly one every 4-6 weeks. If you are jointly leading a session/ride with other cycle leaders, we request that you inform other cycle leaders of any issues with attending and/or absences.

### In return for volunteering as a Cycle Leader, you will receive:

- Full training with a nationally recognised and well respected organisation – British Cycling, [Guided Rides Programme](#).
- Access to British Cycling resources and equipment to help you fulfil your role. This includes:
  - Free Ride Leadership Award Level 1 course,
  - Free 30-days access to British Cycling Learning,
  - Free 3-hour first aid course through British Red Cross or a £25 reimbursement towards another suitable course,
  - Free British Cycling Ride Membership - for the duration that you are active within the programme (British Cycling require volunteers to sign a renewal agreement every year),
  - Free branded kit on completion of the course and delivery of your first ride,
  - Ongoing support from the British Cycling Recreation and Regional teams,
  - Fortnightly newsletters to keep you up to date with everything from HSBC UK Guided Rides.
- Additional FREE training offered i.e. safeguarding, first aid, mental health first aid.
- Opportunity to develop your leadership, people management and other skills.
- Opportunity to meet new people including like-minded members of your community.
- Opportunity to discover more of your local area and spend time in the outdoors.
- Opportunity to be more physically active yourself.

### Specific tasks and duties of a cycle leader:

- Commit to leading cycle rides/sessions on a regular basis.
- Leading and managing cycle rides/sessions, sometimes jointly with other cycle leaders.
- Research and plan routes for rides, along with identifying any potential hazards/risks. This pre-ride admin includes a risk assessment for each ride and pre-riding the route.
- Complete pre and post ride administration on [www.letsride.co.uk](http://www.letsride.co.uk) in respect to your leading activity. Including listing your rides on Let's Ride as Guided Rides.
- Other types of session such as learn to ride, skills/confidence building, closed group sessions to be booked/listed via Solihull Active.
- Ensure that participants have registered and been marked down as attending via Let's Ride or for other types of session via the Cycling Register templates provided. To be completed in a timely manner.



- For new participants, ask them to complete and carry an ICE card (ICE = In case of emergencies). Ensure you are aware of any medical conditions they may have in case of emergencies.
- If a participant indicates there has been a health change, ensure they have marked it on their ICE card, and you are aware of how that change may affect them on the cycling session.
- Take a register before each cycling session, to ensure you know who is present.
- Welcome the participants and give a brief introduction talk before starting off, including information on the cycling route/session and potential hazards/risks.
- Carry a small first aid kit as well as a mobile phone, report any incidents/accidents to Solihull Active. If carrying out a 'Guided Ride' any incidents will also have to be reported to British Cycling through the Let's Ride website as part of the post-ride admin.
- Ensure that everyone completes the session or if anyone needs to stop early, ensure they get back to the start safely.
- If paper copy cycling registers have been used, ensure registers get sent to the Solihull Active team, Council House, Manor Square, Solihull, B91 3QB or [solihullactive@solihull.gov.uk](mailto:solihullactive@solihull.gov.uk)
- Comply with the responsibilities and expectations as set out in the HSBC UK [Guided Ride Leader - Role Profile](#).
- **Please note:** Volunteers will be trained as Guided Ride leaders and to access the benefits (e.g. British Cycling membership, etc.) you will need to sign an agreement with British Cycling also, and list your rides (at least 8/year) on Let's Ride as Guided Rides.

### Contact details

**Les Nash, Solihull Active Coordinator**

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