



## WEST LOTHIAN BIKE LIBRARY CIC – LED RIDE ASSISTANT

### Role Profile for **Led Ride Assistant Volunteer**.

#### **The Organisation:**

West Lothian Bike Library (WLBL) is a not for profit, community interest company. We help people to get active and connected through cycling and associated activity. We aim to tackle inequalities in health by making cycling an activity for all, regardless of background, income or ability.

Our projects and activities aim to improve health and increase independence, confidence, employability and skills. Where cost is a barrier to cycling, we donate and/or loan free of charge recycled bikes to those in need.

WLBL runs an Inclusive Cycling scheme with a pool of adaptive bikes for people with additional support needs. We offer training and led rides, designed to help improve cycling confidence.

#### **The Role:**

This role is about making cycling accessible to all by assisting the Cycle Ride Leader (CRL) in risk assessing and providing cycle rides for individuals with varying ability.

- Assist the CRL in inclusive group cycle rides and All Ability Cycling sessions, using previously risk assessed local routes in a welcoming, safe, responsible and enjoyable way.
- Work as part of a team to encourage and support members of the public to become more active, as well as providing them with information and advice to enable them to make positive changes to their lives. Actively support healthy lifestyle messages.
- Motivate and encourage all cyclists regardless of ability or life circumstance in support of WLBL commitment to reducing health inequalities.
- Assist the CRL in carrying out pre ride safety checks, adjustments and basic roadside repairs.

Appropriate Training will be given. Where there is a cost attached to training, it is expected that the volunteer will use their entitlement to ILA allowance in the first instance.

For insurance purposes, it is essential that volunteers only carry out tasks within the remit of their allocated role. It is essential that no adjustments out with this remit are carried out unless registered with WLBL as a Cycle Mechanic.

**Responsibilities:**

- Participate in appropriate training prior to starting to lead rides
  - Led Ride Assistant
  - Cycle Maintenance training session
- Commit to assisting CRL in a minimum of 6 cycles/sessions after training, then ongoing as agreed with the Project Co-ordinator.
- Assist CRL in carry out pre ride safety checks, adjustments and roadside repairs e.g. puncture repair during rides. Cascade maintenance skills to the group.
- Assist CRL in completion of paperwork relating to the ride and cyclists.
- Arrive punctually and be easily identifiable at cycle start point.
- Create a positive group environment for new and existing cyclists.
  - Welcome new cyclists to the group.
  - Encourage cyclists during the ride.
  - Demonstrate enthusiasm for cycling and a healthy lifestyle.
- Provide information about the local area and other opportunities for cycling.
- Carry out all tasks with respect to the health and safety to yourself and others.
- Demonstrate respect for other volunteers, cyclists and staff.
- Maintain the confidentiality of data and information belonging to WLBL, their staff, volunteers and Customers.
- Attend further training sessions as appropriate.

All volunteers must agree to our [Volunteer Commitment](#) prior to commencing a role with us.

**Personal Requirements:**

- For insurance purposes, volunteers in this role must be aged 16 and over.
- Friendly, approachable and sociable.
- Reliable.
- Patient.
- Enthusiastic about cycling.
- Motivated and able to use initiative.
- Ability to adapt to change.
- Confident speaker.
- Able to demonstrate leadership skills.

**Location:**

WLBL is located at Crofthead Community Centre. However, our led rides may take place anywhere within West Lothian by arrangement. Expenses will be paid in line with WLBL Expenses Policy.

**Commitment Required:**

Time commitment to be discussed and agreed prior to commencement.

The role typically requires 2-3 hours each week.

- Led rides are up to 90 minutes in duration and refreshments with the group after the ride are encouraged.
- All Ability Cycling sessions are likely to last around 60 minutes.
- Volunteers are required to familiarise themselves with the route and carry out health and safety checks prior to rides.

WLBL typically ask volunteers in this role to commit to one programme/block of sessions which lasts for 6 weeks. Holidays and other commitments can be accommodated, though volunteers are asked to give the Project Co-ordinator as much notice as possible.

If this level of commitment is too much but you would still like to be involved in the programme then please talk to the Project Co-ordinator about other opportunities.

A minimum time commitment and the expected duration of the volunteering experience will be discussed and agreed by the Project Coordinator prior to the Volunteer undertaking any training.