

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE:	Rock Up & Ride Programme Activator (Edinburgh)
CONTRACT TYPE:	Full time (37.5 hours per week), fixed term for 12 months
SALARY:	£27,128 to £28,235 (dependent on experience)
LOCATION:	The Craggs Centre (We Play Together SCIO), 10 Bowmont Place, Edinburgh, EH8 9RY
DEPARTMENT:	Development & Participation
REPORTS TO:	Rock Up & Ride Programme Officer
BENEFITS:	5% Pension company contribution, British Cycling Premium Membership, Occupational Health Scheme
CLOSING DATE:	Application closes on 31 st May 2026. Completed applications should be sent to recruitment@scottishcycling.org.uk Interviews are expected to take place on June 12 th at the Craggs Centre in Edinburgh.

Scottish Cycling is the national governing body for the sport of cycling in Scotland. We seek to grow the sport, regardless of what bike you ride, by supporting a network of clubs, coaches, leaders, officials and volunteers. Our strategy, [Developing a Nation of Cyclists](#), details our vision, mission and values and outlines how we will deliver success across eight priority areas.

ABOUT THE ROLE

In 2027, Scotland will host the prestigious Tour de France Grand Départ. This landmark event presents a unique opportunity to create lasting social impact by encouraging more people to experience the physical and mental benefits of cycling.

This role will coordinate and deliver the day-to-day activities of two key programmes in Edinburgh: the Rock Up & Ride behaviour change programme and a new girls' participation programme. The role will also focus on building a strong cycling community around The Craggs Centre (We Play Together SCIO) and surrounding areas.

Scottish Cycling's Rock Up & Ride programme aims to increase cycling participation, particularly among under-represented groups. It builds confidence and skills to help people cycle more often and make long-term changes to their travel habits.

Alongside this, increasing the number of women and girls involved in cycle sport is a key priority. In partnership with British Cycling, a new girls' participation programme will launch later this year, and this role will support its delivery in targeted areas of Edinburgh.

KEY RESPONSIBILITIES

Operational & Sports Development

- Work with local partners, including The Craggs Centre (We Play Together SCIO), Edinburgh City Council and Edinburgh Leisure, to facilitate and deliver targeted Rock Up & Ride and girls sessions in priority communities.
- Deliver fun, safe and engaging cycling sessions in line with the Rock Up & Ride principles and girls participation programme.
- Help build a sustainable cycling community with We Play Together SCIO, supporting participants to continue and progress in cycling beyond community engagement.
- Collaborate with the wider Rock Up & Ride team to identify and reduce barriers to participation for underrepresented and disadvantaged groups, while supporting volunteer and coach development.
- Develop strong partnerships with We Play Together SCIO to strengthen the local cycling community.
- Carry out any other duties as directed by the Rock Up & Ride Programme Officer or Programme Manager.
- Work with the Scottish Cycling Development & Participation Team to identify and develop new opportunities for cycle sport.
- Support wider objectives by collaborating across the department and business to ensure aligned outcomes.

Monitoring and Reporting

- Work with the Rock Up & Ride team to monitor project effectiveness and collect data demonstrating its impact on participants and communities.
- Support the team in tracking inventory and expenditure.
- Contribute to the monthly, quarterly and final reports for funders and stakeholders.

Education and Training

- Identify and support relevant training and development opportunities for volunteers working with the project's target participants.

Other Information

- This role may require working evenings and weekends to meet delivery needs.
- This role is based at the Craggs Centre in Edinburgh although the employee may work from home flexibly, subject to business needs. The postholder will work closely with staff to maintain a collaborative partnership. Occasional in-person meetings will take place at Scottish Cycling's offices in the Glasgow Indoor Arena. Some additional travel outside Edinburgh may be required to support the Rock Up & Ride team and wider Scottish Cycling business. Reasonable travel, accommodation and administrative expenses will be reimbursed in line with Scottish Cycling's policy.
- As the post involves working with children and potentially protected adults, the post holder will be required to undergo a PVG check.

Scottish Cycling is committed to selecting staff solely based on their ability to do the job for which they are being recruited and welcomes application from all sections of the community.

For an informal discussion about the role, contact Michael Devine, Rock Up & Ride Programme Officer: michael.devine@scottishcycling.org.uk

Person Specification

Competency	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> High School Education 	<ul style="list-style-type: none"> Relevant cycling coaching qualification (e.g. British Cycling Introduction to Coaching or equivalent) or willingness to undertake.
Personal qualities	<ul style="list-style-type: none"> A passion for getting people active and promoting the benefits of an active lifestyle Enthusiastic, hard-working, and reliable Commitment to equality, diversity and inclusion Self-motivated, self-aware and a flexible and adaptable approach to changing situations Proven ability to work effectively with people from varying backgrounds 	
Relevant work experience	<ul style="list-style-type: none"> Experience of coaching in schools, community clubs or groups and other charities Experience of working with volunteers within a range of contexts 	<ul style="list-style-type: none"> Knowledge of Transport Scotland's People & Place Programme and Active Travel Framework Understanding of the cycling landscape in Scotland. Experience in volunteering, sports development, coaching, or events Knowledge of theory of change
Skills	<ul style="list-style-type: none"> IT literate and competent in the use of Microsoft Excel Ability to maximise social impact in various community settings Ability to clearly and appropriately communicate with a broad range of individuals and groups Able to produce and deliver quality reports and presentations 	<ul style="list-style-type: none"> Good understanding of engaging people through social media platforms
Planning and organisation	<ul style="list-style-type: none"> Proven ability to proactively plan and prioritise your own workload. Proven ability to work towards target outputs/ outcomes. Logical approach to problem solving. Proven ability in effective time management 	<ul style="list-style-type: none"> Experience of producing and implementing a project plan Versatility and creativity
Team working	<ul style="list-style-type: none"> Proven ability to work with others, motivate, provide direction and influence. Ability to collaborate in a team 	

Other	<ul style="list-style-type: none">• Able to work with minimum supervision.• Flexible approach to working and ability to work flexible hours to suit the job	
Travel	<ul style="list-style-type: none">• Ability to travel	<ul style="list-style-type: none">• Driver's license