

Cycling Scotland

Join our team



Monitoring and Development Officer

**Pay Band: £29,912- to £34,677 (salary on appointment is at the start of the pay band)
Full time, permanent contract (part-time will also be considered)**

Cycling Scotland's vision is a sustainable, inclusive and healthy Scotland where anyone, anywhere can enjoy all the benefits of cycling. Our values are to be collaborative, inclusive, professional, evidence-driven, ambitious and sustainable. The Monitoring and Development Officer leads on the project management, analysis and development of data relating to everyday cycling in Scotland. In this role, you will also be required to liaise with Cycling Scotland colleagues and other delivery partners (including local authorities, regional transport partnerships, Transport Scotland and active travel stakeholders) in order to gather and share data and to create and provide guidance and analysis that supports evidence-based decision making.

This role is a key member of the organisation to help support achieving the vision, mission and strategic aims of the charity and getting more people cycling.

It's based in our central Glasgow office and, as part of our hybrid working policy, we're currently working a minimum of one day a week in the office. Occasional travel across Scotland will be required.

Key responsibilities:

1. Liaise and work with colleagues, partners and stakeholders to gather and share data, supporting the case for cycling.
2. Assist with the collection and analysis of data relating to cycling in Scotland to support evidence-based delivery for cycling projects and support other delivery partners as required, including managing temporary traffic counts.
3. Project manage the maintenance and development of the National Monitoring Framework and Cycling Open Data Portal.
4. Organise the Cycling Delivery Forum Sub-Group on Monitoring, and other networks, to share data and knowledge.
5. Assist in the production of the Annual Cycling Monitoring Report, including collating data from multiple sources.
6. Work with communications colleagues, providing evidence to promote Cycling Scotland's vision, including cycle counter data.
7. Assist in the supervision and mentoring of interns/ assistants as required.
8. Deal with enquiries in a competent and professional manner and within timescales set by the organisation
9. Any other duties considered relevant to the post.

Monitoring and Development Officer

Person Specification

	Essential	Desirable
Relevant Experience	Educated to degree level or equivalent through work experience.	Knowledge and experience of working with – or within – government bodies including local government
	Knowledge and experience of developing, managing and delivering projects to deliver outputs and achieve successful outcomes	Working knowledge of active and sustainable travel
	Experience of managing, maintaining and analysing databases, spreadsheets or other large sources of data	Understanding of relevant national and local government policies
Special Knowledge & Skills	Good reporting skills, ability to compose evidence-based reports for and present to a wide range of audiences.	Experience of cycle counters
	Knowledge of the political context for cycling and active travel and committed to promotion of cycling	
	Ability and expertise with common office software packages	Awareness of health, social and economic inequalities
	Excellent interpersonal, written and oral communication skills with good attention to detail	
Other Requirements	Act on own initiative and take responsible decisions.	
	Willingness to work flexible hours and to travel as required remotely throughout Scotland on occasion	
	Ability to recognise and share good practice	
	Effective team player	

Monitoring and Development Officer

Employee benefits

Salary

Paid one month in arrears on 28th of each month.

Pensions

Defined Contributions Pensions scheme with employer contribution of 7.5%, employees' contributions 3% to 7.5%. Life Assurance Benefit.

Working hours

37.5 hours each week (or as contracted for part-time staff), not including a minimum 30mins lunch break each day. Allowance of 30mins paid outdoor activity time per week.

Core hours

Cycling Scotland offers flexible start and finish times (between 08:00-18:00) outside of the core hours of 10:00 to 12:00 and 14:00 to 16:00.

Flexible working

Cycling Scotland will look to accommodate flexible working requests, taking into consideration the impact on the organisation and other team members whilst striving to support individual members of staff. We are currently operating hybrid working policy.

Annual leave and public holidays

36 days (pro rata for part-time staff) paid holiday each year, including three compulsory public holidays at Christmas and two days at New Year.

Volunteering

Staff at Cycling Scotland can apply to engage in up to two hours per month of volunteering activity during working hours.

Training and development

Staff are allocated an annual amount of £250 towards training and development.

Cycle to work scheme

Salary sacrifice scheme provides employees (after completion of 3 months probation) who cycle to work with a tax free, long-term loan of a bike and safety equipment.

Travel to work loan scheme

The loan will be for the employee to purchase an annual bus or rail season ticket at standard class travel.

Employee assistance programme (EAP)

This is a free and confidential resource for all staff which provides access to up to six counselling sessions on an annual basis plus unlimited access to a confidential helpline.

Maternity/paternity pay

Cycling Scotland offers enhanced maternity and paternity pay.