

BRISTOL CYCLING CAMPAIGN

Role Description: **Facilitator**



Details of Role

Bristol Cycling Campaign (BCyC) works for a future where Bristol and the surrounding areas are alive with people on cycles, because cycling is so easy that everyone does it. Our next major campaign is 'Space for Cycling' which will run up to the May 2016 elections for the Mayor and for Councillors. We have identified a set of administrative and facilitating tasks that will enable our volunteer activists to be most effective. We are looking for someone with excellent administration, communicating and organising skills. They will also have a good grasp of the issues and solutions facing walkers and cyclists.

Tasks

1. **Website.** Ensure regular updates are posted about the work of BCyC and news articles.
2. **Enews.** Co-ordinate the putting together of the monthly mailing to supporters using the established Mailchimp template.
3. **Working Groups.** Assist the coordinators of the various action groups as required in setting up meetings, managing the groups, recording minutes and actions, and providing updates to supporters.
4. **Membership.** Assist the Membership Secretary in administering membership applications, renewals and affiliations in a timely matter.
5. **Administration.** Assist with the smooth running of BCyC and access to useful and timely information.
6. **Social media.** Ensure that BCyC is an active part of the conversations and exchanges on Twitter, Facebook and email forums. In particular that we extend our influence through achieving targets for number of followers, likes, and supporter lists.
7. **Events.** To facilitate a BCyC presence at local and city-wide events in 2016 through a well presented stall with information and a team of volunteers to recruit new supporters and members.
8. **Consultations.** To administer the process through which the relevant working groups respond to consultations from councils on infrastructure works, and to ensure members and supporters are informed of and involved in this activity.

Contract

This is a fixed term contract ending May 27th 2016. It is expected that the tasks will take approximately 12.5 hours a week. The rate is £10/hr. The total value of the contract is £4,000. You should submit an invoice at the end of each month concerning the agreed work undertaken in that month.

Applications

Please submit a CV on no more than 2 sides of A4, together with a statement in no more than 400 words of why you want the role. These should be sent to info@bristolcyclingcampaign.org.uk. Applications must be received by 5pm Thurs 22/10/2015. You should be available for interview in the week of 26/10/2015 and available to start immediately if offered the work.