

Job Description

Job title and post number	Extreme Wheels Manager
Service Area and Directorate	Leisure Services Transformation
Reports to	Outdoor Recreation Officer
Direct reports	Sessional Coaches
Grade	6
Salary range	£31,057 - £33,346 per annum

Job purpose

To operationally manage, set up, co-ordinate, deliver and develop Extreme Wheels Roadshows, activities and programmes both locally and nationally, which are designed to engage, enthuse and empower the general public to participate in Extreme/urban sports at all levels.

Duties and responsibilities

1. Operationally manage the Extreme Wheels Roadshows including:-
 - Administration and filing.
 - Programming and staffing of outreach sessions/events.
 - Staff training on all activities/sessions is carried out along with regular updates is delivered.
 - Collection of, and accounting for, fees and charges.
 - Assisting in the setting up and provision of operating, financial and administrative systems and procedures.
 - Health, Safety and Welfare of participants, helpers, and other staff in your care, especially by undertaking risk assessments, and compliance with relevant safety legislation.
 - Securing vehicles, trailers, buildings and equipment.
 - Cleaning, inspection and maintenance of vehicles, buildings and equipment.
 - The control, security and issuing of equipment, tools, materials and sales stock.
 - Drive a variety of vehicles including towing with trailer and mobile exhibition unit
 - Prepare and implement advertising and marketing campaigns.
 - Social media sites relating to the service
 - Ordering of goods and services.
 - Processing of invoices, credit notes and other related business transactions.
 - Dealing with lost property.

2. Extend and encourage partnership working arrangements between organisations and businesses in maximising capital and revenue funding from external sources

3. Manage, Co-ordinate and deliver undertake the safe operation of wheeled/extreme sports activities to current industry standards and codes of practice.
4. To set up, develop, coordinate and deliver Extreme Wheels volunteering programme to include training, national governing body awards, meetings and rotaing of volunteers onto sessions.
5. To keep updated with developments in the action sports and leisure industry by continually monitoring cultural activity and trends, with a view to influencing the direction of Extreme Wheels Roadshows in consultation with the Outdoor Recreation Officer/manager.
6. To organise, instruct and run courses to industry standards/guidelines and to relevant National Governing Body codes of practice.
7. Liaise, work with and attend meetings with other agencies, community groups, schools, external business/organisations as necessary in the development of wheeled/extreme sports activities.
8. To establish, develop and maintain links between other sections of the Council and statutory, private and voluntary organisations who can contribute to the delivery and development of those areas of work for which the post-holder is responsible.
9. To prepare, implement and roll out to staff the normal operating procedures and an Emergency Action Plan for the Extreme Wheels Roadshows and its activities in accordance with industry standard/guidelines and district council procedures. Also to keep up to date and revise these procedures as and when regulatory changes occur.
10. To manage and carry out the repairs and maintenance of all equipment to recognised industry standards/guidelines/codes of practice.
11. Dealing with and processing internal and external post relevant to duties.
12. Assist the Outdoor Recreation Officer in dealing with the customer suggestions and complaints in a prompt and courteous manner.
13. To familiarise yourself with the contents of the Council's Standard Operating Procedures, Risk Assessments and Child Protection Policy.
14. Provide out of hours contact for staff under the responsibility of the post holder whilst delivery/sessions are taking place.
15. Strategic Planning and Budgeting.
 - Assist in the preparation of Wheeled/Extreme Sports Strategy, policy and associated financial planning.
 - Collection of performance management information.
 - Produce and present reports for Management.

16. To work closely with other team members in organising the Council's events and promotional programmes.
17. To undertake such corporate tasks as may from time to time be delegated to the post-holder by the Outdoor Recreation Officer.

Working conditions

1. The role will require working outdoors delivering sessions, activities and shows in outreach locations with staff to a wide audience of the general public
2. To work flexibly to meet the demands of the service during peak periods, school holidays. The post holder will be expected to work unsociable hours evenings, weekends (particular Friday evening) and work away from home for periods of time (either in hotel or camping).
3. The role will be working with/for other agencies such as the Police, Community Safety Partnerships, Social Services and other public bodies delivering positive activities to challenging young people.

Physical requirements

The role is physically demanding, such as:

- Lifting, carrying and setting up equipment for activities at sessions
- Standing for periods of time whilst delivering activities
- Physical activity whilst taking part in the activities
- Physically moving trailers and driving large vehicles
- Driving for periods of time, sometimes lengthy periods
- Variable rest breaks

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	<i>J Tipton</i>
Date approved:	<i>30/01/25</i>
Reviewed:	

PERSON SPECIFICATION

Post Title: Extreme Wheels Manager	Section: Leisure Services		
Directorate: Transformation			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> Recent proven working knowledge of a variety of wheeled/urban/extreme sports and their safe operation, especially relating to BMX and skatepark activities Recent proven knowledge of developing new business and marketing opportunities in the wheeled/urban/extreme sports section, especially relating to the youth sector and events Demonstrate an understanding of current extreme/urban sport cultures and trends 	a & i	<ul style="list-style-type: none"> Understanding of partnership working. Knowledge of design and safety principles relating to skate park and BMX facilities. 	a & i
Qualifications			
<ul style="list-style-type: none"> A National Governing Body (NGB) coaching qualification in a wheeled sport in one of the following: <ol style="list-style-type: none"> British Cycling - BMX Freestyle – Activity Coach or above British Cycling - BMX Racing - Activity Coach or above GB Skateboard – Skateboarding – Get Rolling coach or above Alternatively, a Sport Leaders Award Level 2, NGB award Level 2 or above to include demonstrable recent practical experience in delivering BMX or Skateboarding activities in a workplace or in a voluntary capacity. Current recognised First Aid qualification 	a, l & c	<ul style="list-style-type: none"> Sports related academic qualification (BTEC National Diploma, GNVQ Advanced, A Level or equivalent). Industry recognised qualification in Cycle mechanic/Maintenance (Cytec/ City and Guilds) 	a, l & c
Experience			
<ul style="list-style-type: none"> Recent proven practical experience of delivering extreme/urban sports development activity safely and enjoyably. Recent proven practical experience in developing/working and engaging with young people (challenging on occasions) and volunteers in a wheeled/urban/extreme sports setting 	a & i	<ul style="list-style-type: none"> Practical experience of coordinating budgets, accounting for and collecting fees and charges. 	a & i

Skills <ul style="list-style-type: none"> • Good verbal and written communication skills, ability to liaise effectively with young people, adults, staff and management • Good organisational skills in developing work programmes, producing rotas, timesheets and supervision/training of volunteer's staff and coaches. 	a & i		a & i
Other Requirements:			
<ul style="list-style-type: none"> • Current understanding of extreme/urban sports development work, especially relating to young people • Proven ability to motivate young people, adults and sports volunteers. • Ability to work to competing deadlines both within a team environment and on own initiative. • Willingness to deliver a wide range of extreme and actions sports (including non-wheeled sports) at grass roots level • Current full driving licence with a Category B entitlement for an aggregate period of not less than two years and the applicant is aged 21 or over to drive a mobile project vehicle (7.5 ton vehicle) (or will achieve the above within next 12 -months). • The ability to demonstrate strong customer focus and a commitment to service improvements. • Work evenings and weekends to meet service demands. 	a & i	<ul style="list-style-type: none"> • Knowledge of the local area. • Understanding of the education and youth sectors. • Advising and assisting management in the development of permanent skate-park and BMX facilities. • Current full driving licence with entitlement to drive Minibus - D1. 	a & i

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check

(c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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Date approved:	<i>30/01/2025</i>
Reviewed:	