



Volunteer & Events Coordinator

Hours:	Potentially up to 16 hours per week (job share considered)
Salary:	£28,000 pro rata
Fixed Term:	12 months with potential to extend subject to funding
Location:	Cycle Shack
Report to:	Bikes Coordinator/ Executive Officer

Job Summary

Sea the Change is a Scottish Charity committed to connecting communities to coastlines. We encourage our communities to live more sustainably, raising awareness of how you can do this via our projects and events. Our latest project, Cycle for Change is our key area of focus for the next 12 months and this role would help support the volunteers and events required.

Key Responsibilities

Volunteer Management

- Recruit new volunteers and deliver volunteer induction and training, schedule / rota
- Maintain accurate records and undertake evaluation tasks as required
- Broaden the scope of users and promote our services actively

Events

- Support regular events such as Trishaw Rides, Led Rides and Cycle Confidence events
- Promoting in the community with the distribution of posters and leaflets
- Engaging with partner organisations and offering taster sessions

Operational Support

- Safety checking e-bikes (M check)
- Managing bookings
- Ensuring evaluations and feedback are carried out

Communication and Marketing:

- Representing the charity at meetings, activities, and events, as required.
- Presenting to a variety of audiences and key stakeholders
- Build connections to ensure a collaborative approach with stakeholders
- Promote Sea the Change via social media and our website

The main duties of the role are outlined above, but additional adhoc duties may be required - as a small team we are flexible in our approach and support each other to deliver as effectively as we can for our community.

Required Skills and Experience

- Understanding of Cycling (Ride Leader & Cycling Without Age Scotland Pilot preferred)
- Strong communication skills, personable & friendly
- Strong social media and IT skills to record and promote our services
- Reliable, organised and punctual
- Happy to work outdoors in variable weather conditions

Together, small changes can make a BIG difference...