



## **Ride2School Coordinator Position Description as at 3 August 2021**

### **1. Why Bicycle Network exists**

We believe that physical activity is vital for a happy and healthy life so we make it easier for everyone to ride a bike everyday

### **2. Prime objective of the Ride2School Coordinator**

The primary responsibility of this position is to coordinate the delivery of the Ride2School program in Victoria.

### **3. Where the Ride2School Coordinator fits in**

The Ride2School Coordinator:

- is a member of the Ride2School Team
- reports directly to the Ride2School Manager
- works closely with the three other Victorian Ride2School Coordinators
- has no direct reports
- is located at the Melbourne office.

### **4. Responsibilities of the Ride2School Coordinator**

The key areas of responsibility of this position are:

- recruiting Victorian schools to be involved in the Ride2School program
- implementing the program at each school to increase to increase the benefits of active travel and overcome the barriers
- measuring and evaluating the effectiveness/impact of initiatives implemented through the Ride2School program
- maintaining consistent communication to build strong relationship with key contact at each focus school
- running or assisting with the Mind.Body.Pedal program
- anything else that comes up (hey we're an adaptable organisation that helps each other, so we can't be constrained by what's on this piece of paper).



## **5. What success looks like**

Your success will be measured by:

- retention of engaged schools and increase in new schools to the program each year throughout the funding period
- ensuring the deliverables and initiatives for the Ride2School program are met and exceeded where possible
- improvements in active travel outcomes after initiatives are implemented at schools
- an increased active travel rate and culture at schools following Bike Ed intervention or training of staff
- Bike Ed commercial opportunities developed and pursued
- an increase in active travel rates following Active Paths implementation
- how well you live and breathe the Bicycle Network values and behaviours.

## **6. The key ingredients**

Here's some things you'll need to have or develop to succeed in this role:

- high level written and verbal communication skills
- stakeholder management and engagement skills
- budgeting skills
- confidence and presentation skills
- engagement and project management skills
- knowledge of behaviour change theory including methods and tools of intervention
- a vested interest in increasing the number of students actively travelling to school.
- commitment to Bicycle network's values and behaviours