



## **Ride2School Manager Position Description as at 27 July 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 Manager**

Your primary responsibility is to run an exceptional Ride2School program in Victoria and help to secure funding for the Ride2School program.

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

The Ride2School Manager:

- is a member of the Behavior Change Team
- reports directly to the General Manager, Behaviour Change
- has 4 direct reports: Victorian Ride2School Coordinators.
- works closely with the CEO and 4 Victorian Ride2School Coordinators
- is located at the Melbourne Office.

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

The key areas of responsibility of this position are:

- delivering the Victorian Government funded Ride2School program and being the key liaison with the Victorian Government
- supporting the delivery of reports for the government and delivering the Ride2School budget
- making sure the Ride2School program is measured and evaluated
- deliver portfolio in high intensity schools
- manage the development and responsibilities of reports
- increase active travel rates in schools above and beyond the foundational level.
- support the delivery of Ride2School Day
- 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:

- the number of schools that participate in the program
- the active travel rate of schools in the program
- delivery against budget
- team member performance
- supporting the delivery of all reports on time in a format acceptable to funders

## **6. The key ingredients**

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

- stakeholder management and engagement skills
- report writing and budgeting skills
- striving to understand the needs and motivations of people travelling to school
- knowledge of best practice behaviour change methods and programs
- role modelling Bicycle Network's values and behaviours
- managing people and resources efficiently.