

Cambridge Cycling Campaign

Cycling Campaign Officer

Job description January 2015

1. To work towards more, better and safer cycling in the Cambridge area.
2. To find and support volunteers.
3. To maintain a list of the skills and interests of campaign members and to use this list to direct enquiries and work.
4. To maintain lists that help the campaign to function, such as a list of all open consultations.
5. To engage in a diplomatic way with supporters and those opposing the campaign.
6. To influence groups such as: elected members, council officers, the media, professional drivers, other cycling organisations, potential funders and members of the public.
7. To work from time to time in the evening or weekends. For instance to attend meetings of the campaign, council meetings or conferences.
8. To apply for grants and financial support to fund your own salary.
9. To maintain and work to-do lists and deadlines.
10. To report regularly to some specified members of the committee.
11. To take direction from specified members of the committee.
12. To maintain high standards of honesty and probity at work and with financial matters.
13. To maintain high standards of written and verbal communication.
14. To plan and publicise meetings as well as arranging speakers for these events.
15. To carry out routine administrative tasks that are fundamental to the running of the campaign.
16. To generate income by providing consultancy services to other organisations.
17. To ensure that expenditure is kept to within specified limits. To ensure that the campaign obtains good value for money where possible and that a list of all expenses is maintained and shared.
18. To facilitate the campaign's response to planning applications by reading, highlighting and summarising these documents. To support effective and timely action by volunteers
19. To adapt to the evolution of the campaign as well as to changes in technology.
20. To maintain the basic functions of an office.
21. To establish relationships with and influence the following groups: this cycle trade, professional drivers, educational establishments, the police, transport operators and authorities and local authorities.
22. To support tourist activity using bicycles.
23. To promote public health through Bicycle use.
24. To work employers and their organisations to promote bicycle commuting.