Two's Company Project Coordinator

£26,500 - £29,500 per annum (pro rata)

15 hours per week, worked flexibly

Permanent contract

Help people with visual impairments and disabilities experience the freedom, friendship and adventure of tandem cycling. You'll take ownership of the day-to-day running of Two's Company, bringing together participants, volunteers, rides and community partners to ensure the programme is welcoming, accessible and runs smoothly. We're looking for a proactive and inclusive coordinator who builds strong relationships, is highly organised and takes responsibility for making things happen and resolving issues when they arise.

1. Background to Life Cycle

We work with people of all ages, abilities and backgrounds at every stage of their cycling journey: From learning to ride, to building a career in the cycle industry.

We know that with the right support, anyone can benefit from bikes. We help thousands of people each year by providing:

1. Bikes that are safe, smooth and fun to ride.
2. Cycle training for all ages and abilities.
3. Cycling activities for people with additional needs.
4. Industry-accredited training for the public - and people in prison.

Our vision

A world with clean air and healthier people, where cycling is the chosen mode of transport, for most people, for short daily journeys.

Our mission

To help more people experience the benefits of cycling – transforming lives and the environment.

Our values

1. **Quality:** We strive for excellence in everything we do.
2. **Inclusivity:** We want cycling to be accessible to everyone.
3. **Curiosity:** We aren't afraid to try new things. We are bold. We are always learning.
4. **Empowerment**: We are guided by the people we work with.

We are passionate about always working in a way that maximises social value.



Video: bike recycling "Repairing Bikes, Rebuilding Lives"



Video: tandem cycling for the visually-impaired "Two's Company"

Life Cycle was founded in 1999 and now works with 10,000+ people a year. We run projects in the West of England, Swindon, Oxfordshire and Leicester.

See more at: www.lifecycle.org.uk/our-mission

2. Job Description

For 20 years, Two's Company has been helping people with visual impairments and disabilities enjoy the freedom, friendship and adventure of tandem cycling. At the heart of the project is a welcoming community of dedicated volunteer pilot ‘front riders’ and passionate stoker ‘back riders’.

You will coordinate the planning, administration and delivery of a programme of group tandem rides and taster sessions, ensuring participants and volunteers have a positive, organised and well-supported experience throughout the year.

More than a coordination role, this is an opportunity to build relationships, bring people together and support a thriving community. We're looking for someone who is friendly, approachable and enjoys communicating with people from all walks of life. But also, someone who is meticulous in their organisation and communications who will take ownership of delivering a smoothly run programme that’s accessible to disabled riders.

If you are a confident and approachable communicator who enjoys building connections and helping others feel valued and supported, you'll find this role incredibly rewarding. You'll work with an inspiring group of volunteers and participants and play a key role in a project that makes a genuine difference to people's lives.

3. Key responsibilities

- Take ownership of the day-to-day coordination and delivery of the Two’s Company programme, making practical decisions, resolving routine issues and escalating significant concerns appropriately.
- Plan and coordinate the annual programme of group tandem rides, taster sessions, forums and social events, taking responsibility for ensuring agreed activities are organised and delivered effectively.
- Build positive relationships with participants and volunteers, ensuring they receive a welcoming, accessible and well-organised service.
- Recruit, induct, support and coordinate volunteers, providing clear information, guidance and feedback and working effectively with the administrative volunteer.
- Maintain regular communication with participants, volunteers, colleagues, partners and referral organisations, following up actions and enquiries promptly.
- Maintain accurate participant, volunteer and activity records; monitor participation and contribute reliable information to reports and funding requirements.
- Promote Two’s Company, develop relationships with referral organisations and identify practical opportunities to increase participation.
- Ensure activities are organised safely and accessibly, following Life Cycle’s safeguarding, health and safety, equality and data protection policies.
- Work collaboratively with the Inclusive Cycling team and colleagues across Life Cycle, contributing ideas to improve the project and the wider organisation.

4. Person specification

Essential

- Experience coordinating a project, programme or community-based activity, including organising multiple tasks, people and deadlines.
- Experience recruiting, supporting or coordinating volunteers, with the confidence to provide guidance and address routine issues.
- Strong organisational and administrative skills, with the ability to manage competing priorities, maintain accurate records and follow issues through to resolution.
- Excellent written and verbal communication skills, with a friendly, inclusive and professional approach to building relationships with participants, volunteers, colleagues and external partners.
- Proactive and appropriately independent, with the judgement to make practical day-to-day decisions and recognise when an issue should be escalated.
- Confident using Microsoft Office, including Word, Excel and Outlook, and able to learn databases and other digital systems.
- An understanding of accessibility and the barriers disabled people may face when taking part in community activities.
- An understanding of safeguarding, health and safety and risk management in activities involving potentially vulnerable participants.
- A commitment to equality, diversity and accessibility, and to treating people from all backgrounds with dignity and respect.
- Willingness and ability to undertake the occasional evening and weekend work required by the programme.
- Willingness to undertake an enhanced DBS check.

Desirable

- Experience working with disabled or visually impaired people, or within a disability, health or community setting.
- Experience developing relationships with referral organisations or community partners.
- Experience maintaining participant or volunteer databases and contributing information for reports.
- Experience organising community events, volunteer forums or group cycling activities.
- An interest in cycling and its benefits for individuals and communities.

Note: This job description is for guidance only. You will be expected to undertake activities as required to help the charity increase its social impact.

5. Terms and conditions

Salary: £26,500 - £29,500 per annum (pro rata). This is at Life Cycle salary grade 2.

Working hours: Part time (15 hours per week).

Working days: Flexible: to be agreed

Contract: Permanent.

Probationary period: Three months, with reviews at one month and two months.

Reports to: the Inclusive Cycling Manager.

Training: opportunities will be available: to be discussed on appointment.

Annual leave: 32 days paid leave in each holiday year, pro rata. Statutory holidays such as bank holidays are included within this entitlement. Three of these days (pro rata) must be taken between Christmas and New Year. All employees will receive one extra day of annual leave, pro rata, for every full year they are employed by Life Cycle up to a maximum of Five additional days.

Pension: 5% matched contribution to pension

Other benefits: Company Sick Pay, staff discount on refurbished bike (or Cycle to Work scheme for new bike); TechScheme, free cycle training; free annual bike service; team building meetings and socials; professional development opportunities.

Location and work environment: CREATE Centre, Smeaton Road, Bristol, BS1 6XN.

This is primarily a desk-based role. The role requires occasional evening work, including participant and volunteer forums and the annual winter social, together with attendance at a small number of weekend rides each year.

The role is contracted at 15 hours per week, with flexibility around how those hours are worked. During the main ride season, typically March to October, the postholder will normally need to work part of both the beginning and end of each week to manage ride administration and communications. Working patterns will be agreed with your manager.

The post is office based at Life Cycle's CREATE Centre in Bristol, with the option to work from home by agreement. The postholder will be expected to attend the office regularly and work collaboratively with colleagues as part of the wider Inclusive Cycling team.

Reasonable Adjustments: If successful, all new starters are asked to complete a health and support questionnaire to ensure we can provide appropriate support for you to work effectively.

AI Use: You're welcome to use AI tools to help with spelling, grammar, or clarity, but please do not rely on AI to generate or substantially write your answers. Please ensure

your application reflects your own knowledge, skills, experience, and personal responses, as these may be discussed during the selection process.

Working with volunteers: Life Cycle values its volunteers, who make a vital contribution to our work. You will be expected to encourage, develop and support volunteer involvement in our work.

6. Application Process

For an informal chat about this role call Viv Maginnis, Inclusive Cycling Manager, on 0117 353 4580.

To apply:

Life Cycle is committed to diverse and inclusive recruitment practices, so to reduce unconscious biases we practice anonymous shortlisting.

Please fill in the application form below. You'll be asked to attach a CV and answer a few questions.

Please make sure you remove all identifying personal information, e.g. name, address, date of birth, etc. **Unfortunately, we cannot accept applications that haven't been fully anonymised.**

Application form: https://airtable.com/appP4eeiaj0aSdOLD/pagvlM1asarUfvQZs/form

Deadline: Monday 30th November 2026, 10 am

Interviews: Monday 7th December 2026.

We will hold interviews at: Life Cycle Head Office, The CREATE Centre, Smeaton Road, Bristol, BS1 6XN.

Start date: We are looking to have a candidate in post from January 2027.

If for any reason you feel a CV and Cover Statement would limit your ability to apply, you can send us an application in Video or Audio format (maximum 5 minutes long).

Reasonable Adjustments

You can request reasonable adjustments for interview when completing the job application form. This information is only shared with the hiring team if you are successful to interview so that we can best accommodate any requests.