

## **Bristol Bike Project / Project Coordinator (4 days/week)**

### **Job advert**

#### **Details of Role:**

The Bristol Bike Project (BBP) is looking to recruit a coordinator (4 days/week) to:

- Support and develop our volunteers and members
- Develop and implement our HR policies and practices
- Support our fundraising and trading work
- Oversee the development and maintenance of the workshop
- Office admin

From humble beginnings working out of a back garden, BBP has grown into one of Bristol's best-known, successful and well-supported social enterprises. We're now a dynamic community hub welcoming hundreds of people through our doors each week, whether it's to 'earn' a bike, volunteer, learn mechanics or just come and have a cuppa! Today we face an exciting challenge as we search for a new home to accommodate our ever-growing community and an increasing demand for our services. We're looking for someone with the experience and skills needed to carry out the core tasks of this role, and the flexibility to adapt to our dynamic situation and changing priorities.

BBP is formed as a Co-operative Community Interest Company that is governed by our members (both volunteers and staff). For more information on how we work, please see our [Co-op handbook](#). The growth of BBP has always been led by the energy and drive of our members and volunteers. Our strength has always been in members/volunteers identifying a need within our community and then developing services and programmes to meet that need. This social enterprising spirit also led to the development of our successful Trading Arm services (servicing and repairs, second hand bike sales, etc.).

This role is described as a 'coordinator' role rather than a 'manager' to reflect our non-hierarchical structure and the value put on volunteer/member empowerment and enterprise. The successful applicant will be experienced in working in this collaborative and empowering manner.

Another important value that we protect as a project is inclusivity – for service users, customers and volunteers alike. This has resulted in an incredibly wide range of services that provide an entry point to the project for most people from all walks of life. The challenge this provides, however, is that the overall project is often complex. The successful applicant must be able to maintain oversight of this 'big picture' as a whole.

For more information of the objectives of BBP, our services and background, please go to our website ([www.thebristolbikeproject.org](http://www.thebristolbikeproject.org)).

The main responsibilities of the role are outlined below. The responsibilities provide an indication of the capabilities that we will be expecting from the successful applicant (in addition to the capabilities and values outlined above). We encourage the successful applicant to bring their own experience to bear on the role and help shape the detail themselves.

The successful applicant will work closely with, and share some responsibilities with, our other part-time Community Coordinator, who has a focus on coordinating our community programmes, outreach and communications.

### **Volunteer coordination**

- Recruit new volunteers
- Liaise with potential new volunteers to understand their own objectives and direct them to appropriate opportunities based on the Project's needs
- Run monthly volunteer inductions
- Coordinate volunteer induction, training and development programmes
- Coordinate regular volunteer social events
- Review the volunteering experience at BBP
- Manage volunteer communication channels

### **HR administration and coordination**

- Manage payroll processes
- Coordinate recruitment
- Manage the onboarding process
- Develop and implement our HR policies and practices
- Support peer-to-peer review process
- Well-being support

### **Office/Workshop coordination**

- Manage office admin
- Be the first point of contact for incoming enquiries via email and social media
- Shared responsibility for handling visitors, phone calls, etc.
- Support workplace improvement and maintenance activities
- Support the search/move to a new premises and liaising with potential landlords

### **Co-op coordination**

- Organising General Meetings, AGM, and elections
- Oversee the membership process, including member inductions
- Membership admin (maintaining membership list, membership requests, etc.)
- Other Company Secretary admin (maintaining statutory books, etc.)
- Membership HR issues (development/grievance/disciplinary)

### **Fundraising support**

- Support the Project's fundraising activities and revenue streams
- Lead our Fundraising Working Group
- Develop a Business Supporters Scheme

The successful applicant will ideally also have experience of working in (or with) the community / voluntary sector; developing relationships with partner organisations; developing new processes and systems.

This role may change and develop depending on the priorities and requirements of the Co-op. The successful applicant must therefore be dynamic in their skills and be willing to take on new and developing roles as and when required. There are also a number of smaller responsibilities involved

in the role which should be discussed collaboratively with and shared fairly between other BBP employees.

This is a permanent role for 4 days/week (30 hours/week), however we will also consider a 3 day role for the right candidate. The salary is £19,500 per year (pro rata) on a permanent contract, and will be paid via PAYE. We are looking for someone to start as soon as possible, but will be flexible to attract the right candidate.

### **How to Apply:**

Please send a CV and short covering letter (describing your interest in the role and why you would be suitable) to [hello@thebristolbikeproject.org](mailto:hello@thebristolbikeproject.org). Closing date for applications is 9am on Monday 4th February. If you have any further questions, please get in touch via email.

**Contact Person:** Krysia Williams

**Contact Email:** [hello@thebristolbikeproject.org](mailto:hello@thebristolbikeproject.org)

**Postal Address:** The Bristol Bike Project Hamilton House 7 City Road Bristol BS2 8TN

**Employer's Website:** [thebristolbikeproject.org](http://thebristolbikeproject.org)