

Bristol Bike Project Directors

We are looking for new directors for our Co-op! If you are a member of The Bristol Bike Project, passionate about bikes and the difference they can make to people's lives, love working with people from across Bristol's vibrant community, and want to get more involved in our dynamic and evolving project – this could be the role for you!

Role details

- Hours and length of service: Minimum of 10 hours per month, at least until the next AGM (usually 12 months after election)
- Start date: end April 2019
- Salary: Voluntary position

A bit about us

We are Bristol's most comprehensive community bike project, repairing and rehoming unwanted bicycles with marginalised people in Bristol. We aim to help people from all walks of life get out on two wheels and for it to be an inclusive and empowering experience. Our community work is volunteer-driven and largely funded by our shop which sells second-hand bikes, offers repairs and services and provides drop-in workshops for those who want to DIY. You can read more about our aims and objectives [here](#).

The Bristol Bike Project is a Community Interest Company Limited by Guarantee, with a Co-operative structure. We are an organisation whose focus is community benefit rather than private gain, and we are led by our members who shape the direction of the Project. You can read more about our governance structure [here](#).

About the Directors Group

The Directors Group shares overall legal and financial responsibility for the company, acts as a protector of our values and purpose, and brings valuable expertise and experience to support the overall smooth running of the Project.

Directors roles and responsibilities

Shared statutory duties:

- Uphold the mission and best interests of the Project
- Ensure the Project complies with its governing document, company law and any other relevant legislation or regulation
- Ensure the financial stability of the Project
- Ensuring we've got the right people & processes to deliver our strategy by participating in the appointment of paid roles where appropriate and approving new paid roles

Other shared duties:

- Be aware of member-created strategy and identify where decisions are being made in conflict with that strategy
- Report to, and provide recommendations to, members
- Bring expertise and experience to critiquing and ensuring good governance and the day-to-day operations and decisions of the Project
- Stay abreast of Ops Group discussions and actions, and be available to provide advice and recommendations to the Ops Group
- Identify and support other members to apply for election to the Directors Group

In addition to these shared responsibilities, we are looking for three directors to fulfil the following specific roles (unless one person can serve more than one function):

1. Finance. Lead for financial reporting, keep track of accounts and best practice on finance.
2. HR. Lead on staffing issues, including recruitment, grievances, and general staff policy
3. Community. Represent the interests and perspectives of our project user groups, ensuring their voice is heard in all our decision-making

Commitments:

- Directors are expected to commit to a minimum of 10 hours unpaid work per month to carry out the responsibilities detailed in their role description.
- Directors must attend a monthly Directors' Meeting or provide notice of ideally 1 week in writing of absence. Directors are expected to miss no more than 2 meetings per year. Directors collaborate together on email between meetings.
- Directors are expected to hold their seat until at least the next AGM (usually 12 months after election). At each AGM, the longest standing third are required to stand down but may re-apply.
- Directors are accountable to the membership and must commit to working in line with BBP's Co-operative principles and practices, as outlined in our [Co-operative Handbook](#).
- Directors are required to sign a Code of Conduct.
- Directors may be required to undertake training during their first year of office as deemed appropriate by the Co-op, such as training on the roles and responsibilities of being a Director of a company which is also a co-operative.

Eligibility

Directors are elected by and from the BBP membership, and any member (aged 16 years or more) can put themselves forward, but must know the organisation well enough. At least 50% of our Directors must be non-male.

Person Specification

In order to carry out your responsibilities as a director, you should:

- Understand and be committed to our core purpose, aims and values
- Be committed to promoting diversity across all areas of the Project
- Be able and willing to work both independently and collaboratively with other directors, employees, members, volunteers and other stakeholders

- Have sound, independent judgement and good strategic vision
- Understand and accept the legal duties, responsibilities and liabilities of the Directors Group (please see our [FAQs](#) on this for more info, or check out the [Co-ops UK website](#))
- Have an ability to problem-solve and analyse information (including legal and financial information) and, when necessary, challenge constructively
- Have the courage and willingness to speak your mind but also respect the opinions of others and be constructive in discussions
- Maintain confidentiality on sensitive information and declare and manage (with the rest of the Directors Group) any conflicts of interest
- Be able to act reasonably and responsibly, to make collective decisions and stand by them
- Be able and willing to devote the necessary time and effort to the role to meet the commitments and responsibilities detailed above

Applicants for the finance role should also:

- Be able to manage the existing bookkeeping resource
- Be able to create, review and interpret a 'pack' of periodic management accounts and other reports
- Ensure that the Project meets its obligations regarding annual accounts, annual returns, VAT, pensions, and other HMRC-related duties

Applicants for the HR role should also:

- Ensure the Personnel arrangements are suitable and legally compliant
- Deal with fresh ideas and concepts on HR-related matters in 'real-time', ensuring that paid and unpaid contributors to the Project are well looked-after
- Coordinate the HR admin resource

Applicants for the community role should also:

- Have experience working with a diverse cross-section of our community or our referral organisations
- Have an awareness of, or commit to getting to know, the large number of referral organisations and project-user groups which work with the Project
- Be committed to representing the voice(s) of our diverse project-user base and to not give preference to one project-user group over any other

Our work would also be strengthened by candidates with:

- An understanding of CIC legal structure and experience working for or with a CIC
- Experience working in a flat structure, facilitating groups and meetings, and collaborative decision-making
- Connections with a range of stakeholders from across our community
- Fundraising experience
- Expertise in good and ethical business practice
- Experience broadening participation and engaging under-represented groups
- Knowledge of safeguarding law and best practice
- Knowledge of health and safety law and best practice