

Role Description - Earn-a-Bike Coordinator

Overview

[The Bristol Bike Project](#) is a comprehensive community project repairing and rehoming unwanted bicycles with people who really need access to affordable transport.

[The Earn a Bike programme](#) was first of all our schemes and it continues to be at the heart of the project, providing bikes and ongoing repairs to anyone facing extreme hardship and transport poverty. Key activities include running one-to-one bike maintenance sessions with project users, preparing bikes for future sessions, sorting through bikes and components and occasional repairs.

As well as re-homing bikes, these workshops aim to provide a welcoming and supportive space for people from all walks of life, many of whom have experienced exclusion and/or trauma. As well as proficiency in bike mechanics, we are therefore looking for candidates with excellent communication and coordination skills and with a caring and compassionate nature.

We strongly encourage applications from candidates who are part of, or with experience of outreach to, communities currently underrepresented in these workshops, including female identifying and non-binary folks, people of colour and LGBTIQ+ people.

Responsibilities

- Ensure the overall safe and smooth running of each workshop
- Ensure all tools are used correctly, the workshop is kept tidy, and the health and safety policy is adhered to
- Ensure all workshop set up and pack down procedures are followed correctly (attendance sheets, tool checks, monitoring forms, locking up)
- Carry out inductions for new volunteers and project-users
- Refurbishing donated bikes for future Earn a Bike sessions.
- Ordering replacement stock and tools using the spreadsheet.
- Assessing, sorting and storing donated bikes and components.
- Ensure welfare of all volunteers and project-users within the sessions
- Assist volunteers and project-users to improve their mechanical skills where necessary
- Help create a warm and welcoming workshop environment at all times, including by upholding our [safer space](#) commitment.

- Encourage an ethos of DIY and DIT (Do it Together!) amongst project users and volunteers
- Work with the Community Programmes Coordinator on programme budgets and continual development/improvements of the programme
- Contribute to the development and maintenance of BBP as a whole
- Work alongside project-users with a wide range of needs, including people with mental health issues, learning difficulties and long-term debilitating health issues
- Admin: replying to emails, finding cover in the event of absence

Skills and Experience

Essential

- A high standard of mechanical skill, with an understanding of most aspects of bicycle maintenance and a good working knowledge of componentry compatibilities.
- Excellent communication skills and a flexible and empathic approach. We work with volunteers and project users from a broad range of backgrounds and cultures.
- The ability to work collaboratively as part of a small team, and as part of our wider cooperative structure.
- The ability to use tools correctly and safely, including power tools and safety equipment where appropriate.
- A general knowledge of The Bristol Bike Project's history, aims and activities, and the ability to represent the project.
- Experience as part of, or working with, communities currently underrepresented in these workshops, including female-identifying and non-binary folks and people of colour and LGBTIQ+ people.
- Coordinators are required to have a DBS check (if you don't already have one, BBP will cover the cost of this)

Desirable

- An awareness of non-violent communication / assertiveness
- Experience working in co-ops or co-operative ways of working

Pay and Conditions

Hours: Thursdays 10am-1pm & 2pm-5pm

Interview date: Wednesday 5th Feb

Start date: 5th March

Salary: This is a PAYE role, with a salary of £19500 p.a. (pro rata), including holiday and sick pay.