



The Bristol Bike Project

Community & Communications Coordinator (4 days/week)

Job title: Community and Communications Coordinator

Hours: 4 days per week (30 hours). Occasional evening & weekend work

Contract: Permanent (3 month trial period for both you and BBP to get to know each other)

Salary: £20,475 pro rata (£16,380 per annum for 30 hours)

Location: Mixture of home-based and in-project working at our workshop on City Road in St Pauls (soon to be Stapleton Road in Easton). The candidate will need to live locally.

Start date: ASAP or latest 1 April 2021

Holiday allowance: 31 days of holiday pay are offered, including bank holidays, pro rata

For more information about our objectives, services and background, please go to our website www.thebristolbikeproject.org.

The Bristol Bike Project is looking to recruit a Community & Communications Coordinator for 4 days a week to...

- Support and develop our range of community programmes
- Coordinate our outreach and community engagement work
- Lead and develop our communications approach
- Drive forward our internal inclusion and diversity work

Background

The Bristol Bike Project (BBP) is a comprehensive community bike project, repairing and rehoming unwanted bicycles. 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. From humble beginnings working from a back garden, BBP has grown into one of Bristol's best known and successful social enterprises. We're now a dynamic

community hub which - prior to the pandemic - was welcoming hundreds of people through our doors each week, whether to 'earn' a bike, volunteer, learn mechanics or just come and have a cuppa!

BBP has evolved continuously over the past 12 months in response to the pandemic, as we've sought to keep supporting our community. Today we face an additional exciting challenge as we gear up to move into a new permanent home in Easton, to accommodate our ever-growing community and increasing demand. 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.

The scale of the issues facing the BBP community alongside the competing internal challenges of the organisation means the scope of the work is potentially limitless. As such the ability to prioritise your work and contribute sustainably is vital - recognising and working to your own capacity helps the organisation as a whole plan and progress projects and promotes your own wellbeing.

Community Programmes

BBP has a wide range of community programmes which aim to empower people through independent mobility, support people to learn new skills, build community solidarity and promote sustainability. Our community programmes have evolved organically to respond to needs within the community and this has resulted in an incredibly wide range of services that provide an entry point for people from all walks of life. The challenge this creates, however, is that the overall project is often complex. The successful applicant must be able to support each programme to fulfil its specific purpose while maintaining oversight of BBP's overall objectives.

Inclusion & diversity

We're looking for someone with the experience and energy to lead BBP in tackling old and new challenges with fresh ideas and dynamism. BBP is a much-loved cornerstone of the Bristol community and we're proud of the work we do to resist structural inequalities and oppression by providing a supportive, inclusive community space. However, like many organisations, we have not done enough to overcome our internal structural inequalities, made clear by the gap in representation between those involved in our decision making structures - our staff, members, volunteers and directors - and those who access our services. We're looking for someone who understands the importance of this work, and has the experience and skills to drive forward the internal processes necessary to unpick and rebuild our organisation to better reflect our objectives.

Communications

For BBP, our communications approach is an important way to raise awareness about the work we do, but also a key tool in meeting our objectives of community empowerment and solidarity. We want to use our reach to give a platform to ideas and voices that are often sidelined, and to bring fresh perspectives to tired debates. We are looking for someone who understands the importance of our communications staying true to our objectives even if that means less hits on social media. The successful applicant will know how important it is - and how - to speak truth to power, ensuring we give a platform to the voices of our community.

Co-operative working

BBP is formed as a Co-operative Community Interest Company that is governed by our members (both volunteers and staff). At BBP we maintain that there's no one person in charge and that responsibility for the success of the project is the shared responsibility of all members.

We aim to have an equitable system of employment where no one role is more or less important than another - we therefore operate a flat pay structure (everyone is paid the same). For more information on how we work, please see our [Co-op handbook](#).

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

The successful applicant will work closely with, and share some responsibilities with other staff and members, in particular our part-time Volunteer & Member Coordinator. They will also be ready to engage with our membership in co-operative decision making processes.

Role responsibilities

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.

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. For example, the role at present currently has additional responsibilities developing our community offer and outreach with regards to the move, and reviewing our community programmes to work within government guidelines on Covid.

Job description

Community Programmes

You will have responsibility for coordinating BBP's overall community offer, working closely with our community programme coordinators, core staff and members to understand and meet the needs of the BBP community. You will be expected to keep abreast of issues relevant to our community and lead on programme improvements to meet those needs. You'll also ensure that the community programmes reflect BBP's core [objectives](#), and work with our members to progress their development. It is expected that you will have a presence at BBP's community workshops on an ad hoc basis and be available to provide hands on support to workshop coordinators when required as well as build bonds with the wider BBP community.

The other responsibilities for this part of the role may change over time, but currently include:

- Coordinating community programme referrals, including managing booking systems.
- Coordinating social impact monitoring and analysis.

- Obtaining and managing external funding for community programmes where required, including writing applications, tracking and reporting, and handling funder relations.
- Leading on setting up new community programmes as required, in particular working with co-op members to envision and take forward new ideas.
- Regularly reviewing and redesigning community programmes to ensure they are Covid-safe.
- Being the designated Safeguarding Lead for BBP, which includes organising training for staff, ensuring policies and protocols are up to date, and organising DBS checks for staff and volunteers where appropriate.

Outreach and inclusion

Current responsibilities include:

- Coordinating our Co-op's Representation and Diversity (RAD) Working Group which develops proposals for improving accessibility and inclusion at BBP, and taking the lead on implementing those proposals.
- Developing and maintaining relationships with referral organisations, Bristol City Council and other stakeholders, including attending and representing BBP at stakeholder events where possible.
- Developing and maintaining contact databases for our various stakeholder groups.
- Coordinating BBP attendance at community events and liaising with our Volunteer & Member Coordinator to build volunteer presence.

Communications

Current responsibilities include:

- Leading on BBP's communications strategy and guidelines.
- Developing content for social media and longer form content for our website and other outlets.
- Encouraging and supporting others in development of content.
- Managing BBP's website and social media platforms.
- Dealing with media requests.
- Creating BBP's annual social impact report.
- Reviewing and developing print-based materials.

Fundraising support

Current responsibilities include:

- Promoting and administering BBP's [supporter scheme](#).
- Coordinating support for individual and group [fundraising champions](#).
- Assessing need (in collaboration with our finance team) and procuring grant funding when required for new and existing community programmes.

Other responsibilities

The role involves a number of other responsibilities which ensure the smooth running of the workshop and the Co-op as a whole. These are generally rotated and/or shared with other staff and members, and include:

- Signposting visitors and handling enquiries via email, social media and phone.
 - Keeping on top of day-to-day workshop tasks and making improvements to ensure it runs smoothly.
 - Coordinating the Co-op's 'Ops Group', whose representatives meet monthly to lead on BBP's operational decision-making.
 - Organising and contributing to the Co-op's Member meetings (5 per year).
 - Supporting the Co-op's Directors Group.
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How to apply

To apply, please send a CV and covering letter - with your identifying details removed (so that your application can be reviewed anonymously)* - telling us about your interest in the role and why you would be suitable) to hello@thebristolbikeproject.org.

Deadline for applications is midnight on Monday 15 February 2021. If you have any further questions, please get in touch via email to hello@thebristolbikeproject.org/.

We aim to confirm if you have been invited to interview by 18 February. The first round of interviews will take place on 23 and 24 February. Those invited back for a second interview will need to be available on the evening of 2 March.

**We aim to avoid bias as far as possible by reviewing applications anonymously. For this reason, please give your contact details and full name within the email rather than in your CV or cover letter.*

Notes on the application process

We are an equal opportunities employer, and particularly welcome applications from people currently underrepresented in the world of bike mechanics including black and minority ethnic people; LGBTQ+ people; and women.

We welcome applications from anyone, regardless of education or background. If you have a better way of presenting what you have to offer rather than a standard written CV & cover letter then feel free to send us that instead.