



Bike Mechanic - Application Pack

We are looking for a new mechanic to join our friendly team!

The Bristol Bike Project is a member-led co-operative repairing and rehoming bicycles within our community. 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.

The Bristol Bike Project has been running a successful bike shop for 15 years, in order to support our extensive range of community programmes.

Job title: Bike Shop Mechanic

Job Summary

Key activities include undertaking the servicing and repair of bicycles for the general public and refurbishing donated bicycles for sale. You will book jobs, discuss the work carried out and report back to customers. There are three roles that you will undertake, in rotation with the rest of the team: front desk (including minor repairs), full services and building bikes for sale.

Hours: 4 days per week including 1 or 2 Saturdays a month.

A flexible rota agreed between the team each month. Start and finish times vary from 9am - 5pm to 10:30am - 6:30pm. These are rotated equally between the team.

There is a 30 minute unpaid lunch break to be taken at agreed time with the team each day.

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

Salary: £24,379 pro rata based on 37.5 hours per week (£12.50 per hour)

Location: Our shop on Stapleton Road in Easton, Bristol.

Start date: April / May 2024

Holiday allowance: 31 days paid leave per year including bank holidays, pro rata.

For more information about our objectives, services and background, please see [our website](#).

Reasons to join our team

- A say in all decisions concerning your employment
- A friendly supportive team where you can be yourself at work
- Being part of a sustainable project that makes a real difference in the local community
- A flat pay rate (no one earns more than you) reviewed annually in line with cost of living increases
- Wellbeing support
- Funding for training
- A peer to peer development review process
- 30% discount on all bike products
- 31 days paid holiday per year including bank holidays, pro rata

After 3 month probationary period:

- Full wage sick pay for up to 4 weeks per year
- Full employment policies can be viewed in our [co-operative handbook](#)

Responsibilities

Main Duties

- Refurbishing donated bikes for sale
- Booking in and undertaking repair and servicing work
- Dealing with customer queries in person, by email and by phone
- Booking in community sessions
- Handling customer transactions
- Ordering and replenishing stock as necessary
- Photographing and uploading sale bike advertisements on social media
- Ensuring the shop area is kept organised and clean
- Running and compiling end of day till/card machine reports and banking cash as required
- Attending shop team meetings
- Be proactive in collaboratively running the shop (including dealing with waste, deliveries and trades people)
- Participating in our development review process
- Actively participating in the running of the co-operative is encourage but membership is optional
- Bathroom cleaning
- Fire Alarm testing
- Optional occasional Dr Bike sessions
- Optional tutoring of bike maintenance courses
- Optional covering of community project sessions

Skills, Qualities & Experience Required

- A high standard of mechanical skill, with an extensive understanding of all aspects of bicycle maintenance including a good working knowledge of componentry compatibilities.
- Solid commercial experience (at least 1-2 years) of working as a bike mechanic is essential.
- Qualifications such as Cytech Level 2 are nice to have, but more important is aptitude and a commitment to producing excellent quality work.
- A willingness and ability to work to an agreed standard, in order to ensure second hand sale bikes are consistently reliable and the shop's reputation for quality work is maintained.
- The Bristol Bike Project is co-operative with a flat structure, this means there are no managers. We are looking for people who can self-motivate and are excited to play a role in self-organising in collaboration with a small team and the wider co-op to make positive changes.
- Excellent communication skills. The role will require dealing with members of the public and the wide range of people involved with all aspects of the project.
- Good time management skills and an ability to work under own initiative and with minimal supervision.
- The ability to use tools correctly and safely, including power tools and safety equipment where appropriate.
- An understanding of the project's aims and activities and the willingness to represent the project.
- Patience, kindness & an open mind! We work with people from all walks of life and want to make cycling accessible to all.
- Desirable: An interest in covering occasional sessions in our Community Bike Workshop and running bike maintenance courses.

To Apply

To apply please send:

1. Your CV
2. A one page covering letter explaining why you would like to work for BBP and how your skills and experience fulfil the job description

to: hr@thebristolbikeproject.org

Deadline: 12 noon Wednesday 3rd April.

Start date: asap to be arranged with successful with successful applicant

If you have any questions please do not hesitate to get in touch before applying. Email: Drew at hr@thebristolbikeproject.org

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.