

An exciting opportunity is currently available to join the Bicester Green Team as a part time **Saturday Bicycle Workshop Supervisor**.

Salary: £15p/h
Hours: Part-time: 7 hours each Saturday, Contract basis for 1 year.
Responsible to: Centre Manager and Senior Bike Mechanic
Location: Bicester
Requirement: DBS Enhanced

Bicester Green is a not for profit organisation going through a significant period of growth as we address increased demand for our services and our social enterprise. The role of a Saturday bike mechanic is both varied and exciting. Although a large proportion of the time is focused on fixing bikes, you will also have a direct hand in building, upskilling and sustaining our volunteer community. We are looking for someone who can help us pursue our charitable mission and sustain our commitment to promoting affordable active travel.

What it is like to work here

Bicester Green is a fun, interesting and supportive place. This is an exciting opportunity for an experienced mechanic to work within our small team to help manage and oversee the day-to-day operations.

Job purpose

The primary purpose of this role is to manage the workshop and carry out maintenance and repair of all cycles donated to the organisation with the purpose to meet the growing need that our community have for bikes every Saturday for one year.

The Bike Mechanic will help to increase skills within the bike workshop and with its participants, by developing volunteer skills and the repair rate of bikes destined for re-sale, as well as selling bikes to the public on our busiest retail day.

Duties and responsibilities

- To process all new bikes received, carry out bike assessments to determine workload and re-use viability, supported by the volunteer team.
- Supporting local community and volunteers during our weekly volunteer workshops whilst overseeing the training and development of the volunteers.
- To help to maintain the workshop as a safe and efficient space, adhering to all workshop standards and health and safety as outlined by the Centre Manager.

Person Specification

- Proven experience in a commercial bike repairs shop, or an equivalent setting. A recognised cycle maintenance and repair Level 2 Qualification, such as City and Guilds, Cytech, or equivalent. Unqualified mechanics with extensive workshop experience and a proven track record may also be considered.
- Ability to manage own workload and meet the expectations of the organisation.
- Be approachable and able to demonstrate good communication skills that are tailored to learners with varying levels of experience.
- Be a flexible and committed team player, willing to support Bicester Green with all things bike related and across the organisation as necessary.
- Good record keeping, maintaining the record sheets relating to the repair and retail of second hand bikes.
- Experience in managing and training junior mechanics and volunteers.
- Ability to conduct all duties in a manner that is non-judgmental and respects differences.

This job will include working occasionally with vulnerable people, as such, a DBS enhanced disclosure will be required (arranged by Bicester Green).

Physical requirements

The role requires individual to work on their feet for long periods of time. Risks lifting and moving heavy objects and working with hand/power tools. Correct PPE is to be worn where a situation presents such a risk.

Direct reports

Volunteers.

How to apply:

CVs and covering letters be sent for the attention of Debbie King, Trustee at trustees@bicestergreen.org.uk by 5pm on 14th December 2023.

We welcome CVs from those looking to work directly for Bicester Green or from self-employed individuals.

If you are interested in this position and would like to find out more, please contact the Centre Manager at info@bicestergreen.org.uk

We can only accept applications from those eligible to work in the UK.