

Job Advert

Job title	<i>Senior Mechanic (Birmingham Workshop)</i>
Reporting to	<i>West Midlands Operations Manager</i>
Location	<i>The Old Print Works, Balsall Heath, West Midlands</i>
Salary	<i>£22,000 (pro rata)</i>
Start Date	<i>From 6th May 2019</i>
Hours	<i>4 days per week (30 hours Mon – Fri, days to be confirmed)</i>
Version Date	<i>April 2019</i>

Background

Our mission is simple, to get refugees cycling! Now, entering our 6th year of operations, The Bike Project is going through a significant period of growth. We are experiencing increased demand for our service for refugees and asylum seekers living outside of London and have therefore decided to expand our services to the West Midlands area which has approximately 34,050 refugees and asylum seekers.

This is an exciting opportunity for an experienced mechanic to work autonomously to set up, manage and oversee the day-to-day operations in our new Birmingham workshop. We are looking for someone to help us pursue our charitable mission and sustain our commitment to support refugees throughout the UK.

We are a community of refugees, mechanics and volunteers. We collect donations of second-hand bikes, fix them together at our workshop, and then donate them to asylum seeking refugees. We have donated nearly 4,500 bikes to date through our London operations and plan to donate 300 bicycles in our first year of operations in the West Midlands. A proportion of the bikes that we receive are also sold to the public through our online shop which generates income, the proceeds of which support the charity and ensure our long-term sustainability.

The Bike Project is an interesting and supportive place for you to grow and professionally develop in the charity and social enterprise sector. The role of a 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 workshop assistant and volunteer community.

We particularly encourage applications from women, disabled, and Black, Asian and Minority Ethnic (BAME) candidates, and those who have personal experience of being a refugee. The Bike Project is a Living Wage accredited employer.

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 charity with the purpose to a) meet the growing need that our beneficiaries have for bikes and b) to ensure a healthy ongoing stock of good quality used bikes to facilitate the growth of second hand cycle sales.

Duties and responsibilities

- To process all new bikes that the project receives, supported by the Workshop Assistant.
- To carry out bike assessments to determine workload and re-use viability.
- To manage data for individual bikes and maintain our CRM (Salesforce) on an ongoing basis.

- Oversee the training and development of the Workshop Assistant and volunteers.
- Repair agreed volume of bikes each week so they are ready to donate/list for sale as outlined by targets/parameters set by the manager.
- Checking in stock deliveries and accurately logging the use of parts inventory on an ongoing basis.
- Supporting local community and beneficiary volunteers during our weekly volunteer workshops and at other key times throughout the week.
- To adhere to all workshop standards and health and safety as outlined by the Technical Lead.
- To help to maintain the workshop as a safe and efficient space.

Person Specification

- A minimum of 2 years of experience in a commercial bike repairs shop, or an equivalent setting, with an expectation to complete 3 complete bike services in a 7.5hr shift.
- A recognized 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.
- Experience of Microsoft Office essential and experience with CRM systems such as Salesforce highly desirable, in addition to web or cloud based platforms.
- Ability to problem solve without supervision.
- Ability to manage own workload and meet the expectations of a target driven workplace.
- Experience in managing and training other junior mechanics and/or volunteers.
- Excellent interpersonal awareness and communication skills with the ability to listen and understand the needs of others.
- Ability to conduct all duties in a manner that is non-judgmental and respects differences.
- Shares The Bike Project's values and ethos, and committed to The Bike Project's vision.

Working conditions

This job will include working from time to time with vulnerable people in sometimes challenging situations, as such, a DBS basic disclosure will be required. The role may also require working outside, and occasional evening and weekend work.

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 worn where a situation presents such a risk.

Direct reports

Workshop Assistant and volunteers.

Application process

Please submit your application of CV which must be accompanied by a covering letter that addresses the person specification (no longer than one page in length) by email to recruitment@thebikeproject.co.uk

The closing date for all applications is 9am on Tuesday 23rd April, 2019. Interviews will be held on Thursday 2nd May at The Old Print Works, Balsall Heath, Birmingham. Part of the recruitment process will involve a trial shift in the workshop where you will be required to service and repair bikes under timed conditions.

Please direct all enquiries to recruitment@thebikeproject.co.uk.