

Job Advert

Job title	Workshop Assistant
Reports to	West Midlands Operations Manager
Location	The Old Print Works, Balsall Heath, Birmingham, B12 9AH
Salary	£19,000 per annum pro rata
Start Date	June 2019
Hours	22.5 hours Mon – Fri, exact days to be confirmed (0.6 FTE)
Version Date	April 2019

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 someone looking to develop their skills in both the charity and cycling sectors. Your role will support the Senior Mechanic to 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 who 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 upskilling and managing people from within our volunteer community.

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

Job purpose

The primary purpose of this role is to assist the Senior Mechanic in the running of the Birmingham workshop through the cleaning, maintenance and repair of 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.

This is a largely developmental role with the focus being to build competence and experience with bike maintenance skills with the potential to progress and become a bike mechanic.

Duties and Responsibilities

- To assist the Senior Mechanic in processing and assessing all new bikes that The Bike Project receives.
- To assist the Senior Mechanic in recording bike data using the CRM system (Salesforce).
- To support the training and development of volunteers within the charity.
- To repair an agreed volume of bikes under guidance and supervision of Senior Mechanic so they are ready to donate or list for sale as outlined by targets and parameters set by the manager.
- To assist the Senior Mechanic in checking in stock deliveries and accurately logging the use of parts inventory on an ongoing basis.
- To support local community and beneficiary volunteers during our weekly volunteer workshops and at other key times throughout the week.
- To maintain the workshop and adhere to all health and safety standards outlined by the Technical Lead.
- To uphold the values of The Bike Project to ensure the workshop is an inclusive and supportive working environment.

Qualifications and Experience

- Knowledge or lived experience of the asylum process or life as a refugee in the UK, as well as experience of working or volunteering for a charitable organization is desirable.
- Ability to demonstrate an understanding of basic bike maintenance and repairs, for example can fix puncture repairs, change tires, adjust brakes and index gears with minimal assistance.
- Experience in cycle maintenance and/or repair qualifications such as city and Guilds or Cytech is desirable.
- Computer literacy and experience of Microsoft Office and handling data with a CRM systems is desirable.
- Ability to problem solve with minimal supervision.
- Ability to manage own workload, meet the expectations of a target driven workplace and keep excellent time keeping.
- Excellent communication skills and ability to listen, with additional language skills a bonus (in particular Arabic, Farsi, French, Tigrinya and Amharic).
- Ability to conduct all duties in a manner that is non-judgmental and respects differences.
- Shares organisational values and is committed to The Bike Project's mission.

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 some working outside and occasional evening and weekend work.

Physical requirements

The role requires individual to work on their feet and/or outside 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.

Application process

Please direct all enquiries to recruitment@thebikeproject.co.uk. Submit your application of CV accompanied by a cover letter that addresses the person specification and is no longer than one page in length, by email to recruitment@thebikeproject.co.uk.

The closing date for all applications is 9am on Monday 20th May, 2019. Interviews will be held on Thursday 23rd 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 asked to undertake basic bike maintenance tasks under timed conditions.