



7th May 2021

Dear Applicant

Bike Library Co-Ordinator

Thank you for your interest in the above vacancy with Govan Community Project.

Enclosed with this letter is a copy of the job description, and a copy of our application form. The application form can be completed electronically, however we are also happy to receive paper applications.

The closing date for applications is Friday 21st May 2021 at 5.00 pm.

To enable us to monitor diversity within our recruitment processes, we would be grateful if you could complete our anonymous diversity survey which can be accessed here: <http://bit.ly/GCPHReqmonitoring>, however this is not mandatory and opting out of this will have no impact on your application.

Completed applications being submitted by email should be sent to recruitment@govancommunityproject.org.uk. Paper applications should be sent to:

Traci Kirkland, Head of Charity
Govan Community Project
840-860 Govan Road
Glasgow G51 3UU

We look forward to receiving your application.

Kind Regards

**Traci Kirkland
Head of Charity**



JOB DESCRIPTION

Job Title:	Bike Library Coordinator
Location:	GCP Community Flat, Cardonald & Govan Office
Hours Per Week:	8 hours per week (to be split over 2 x 4 hours)
Salary Scale:	£20,000 pro rata
Reporting To:	GCP Head of Charity
Contract length	12 months

OVERALL PURPOSE OF THE JOB

To support our community development worker in establishing a bike lending service in Moss Heights, Cardonald and to be primarily responsible for its operation. The co-ordinator will also support the development worker with community engagement with the project through planning activities and responding to the cycling needs of the community.

PROJECT DESCRIPTION

The Cycle Project is funded to set up a bike library in Moss Heights in Cardonald for use by the local residents and community members.

The purpose of the project is to support and enable local residents and community members to make cycling a part of their everyday lives. The cycle library will provide access to bikes and organise cycling activities to promote engagement, physical and mental wellbeing, and community cohesion.

The goal of the project is to:

- Increase confidence and empowerment among community members
- Improve long-term uptake of cycling in the Moss Heights community
- Improve physical and mental health/wellbeing
- Reduce social isolation
- Improve community cohesion and integration
- Increase bike mechanical skills within the Moss Heights community.
- Increase access to affordable, healthy, and environmentally friendly transport options for people on low-incomes

MAIN DUTIES AND RESPONSIBILITIES

Project Development

- To work with the community development worker to develop and implement processes for the operation of the bike lending library
- To be responsible for the week-to-week running of the bike library
- To be responsible for regular fleet maintenance of bicycles
- To engage with community members and groups to promote use of the bike library and cycling in general
- To facilitate monthly community-led cycling activities in conjunction with the development worker
- To identify needs and barriers for community members to take part in cycling activities and support them to participate fully
- To organise resources required for activities
- To liaise and build links with other organisations and projects where relevant and useful
- To develop processes to ensure long-term sustainability of the project

Monitoring, Evaluation & Reporting

- To work with the participants to gather their feedback on the library and activities
- To ensure that all relevant monitoring and evaluation data is collected

Other Duties

- Working as part of the staff team to maintaining the Values and Ethos of Govan Community Project
- Adhere to all organisational policies and procedures
- Work with the staff team to contribute towards providing a safe, welcoming, clean and tidy environment for staff and visitors
- Attend meetings and contribute to strategic development
- Perform any other tasks or duties deemed necessary

Occasional Weekend or Evening Work may be necessary

Person specification

Essential:

- Excellent organisational and recording keeping skills
- Very confident road cycling skills and knowledge of road safety
- Knowledge and understanding of planning and facilitating activities for a diverse community
- Knowledge/understanding of the principles of community development
- A flexible working approach and excellent time management skills
- Ability to work on own initiative and as part of a team

Desirable:

- Bike mechanics skills
- Lived experience of the asylum process.
- Knowledge and understanding of social justice, empowerment and integration issues.
- A good spoken level of a relevant second language, e.g. Arabic, Kurdish Sorani or Farsi.

PLEASE NOTE THAT DUE TO LIMITED CAPACITY AND POTENTIAL HIGH VOLUME OF APPLICANTS, WE ARE UNABLE TO RESPOND TO ALL APPLICATIONS RECEIVED INDIVIDUALLY. IF YOU HAVE NOT HEARD FROM US WITHIN TWO WEEKS OF THE CLOSING DATE, YOUR APPLICATION HAS BEEN UNSUCCESSFUL

POSITION APPLIED FOR:

PERSONAL INFORMATION

Please note that to comply with our inclusive recruitment processes personal contact information will not be shared with those involved in shortlisting for interview

FORENAME:

SURNAME:

ADDRESS:

POSTCODE:

CONTACT NO:

EMAIL:

PREFERRED METHOD OF CONTACT:

Phone call Email Text Message OK to leave voicemail

CONTACT AVAILABILITY

Morning Afternoon Evening Any

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?

Yes No Prefer Not to Say

If yes, please tell us if there are any reasonable adjustments we can make to support you within this recruitment process, for example, accessibility of interview spaces, large print text

Can you please confirm if you currently have the right to work in the UK?

Yes No Not Sure

EMPLOYMENT HISTORY

Please tell us about your current or most recent employer. If this is your first job please put N/A

NAME OF CURRENT/MOST RECENT EMPLOYER

(if applicable)

Job Title:

Brief Description of Duties:

Date Left (if applicable):

Length of Time with Employer:

Notice Period Required (if applicable):

PLEASE TELL US ABOUT ANY OTHER PAID AND/OR UNPAID WORK YOU ARE CURRENTLY DOING, OR HAVE UNDERTAKEN IN THE PAST 5 YEARS.

SKILLS, QUALIFICATIONS AND EXPERIENCE

PLEASE TELL US ABOUT YOUR QUALIFICATIONS AND TRAINING, BOTH FORMAL AND INFORMAL

PLEASE TELL US ABOUT YOUR SKILLS AND EXPERIENCE WHICH YOU FEEL MAKE YOU THE BEST CANDIDATE FOR THIS ROLE. YOU MAY WISH TO REFER TO THE JOB DESCRIPTION REQUIREMENTS IN THIS RESPONSE.

REFERENCES

PLEASE PROVIDE US WITH 2 REFERENCES WHO CAN COMMENT ON YOUR SUITABILITY FOR THIS ROLE. ONE OF THESE SHOULD BE YOUR CURRENT OR MOST RECENT EMPLOYER IF APPLICABLE. **We will not contact current employers unless an offer of employment is being considered.**

Referee's should not be family members.

If it is not possible for you to provide referees please tell us about this here:

REFEREE 1:

NAME:

ORGANISATION (IF APPLICABLE):

CONTACT TELEPHONE NO:

EMAIL:

HOW DOES THIS PERSON KNOW YOU:

REFEREE 2:

NAME:

ORGANISATION (IF APPLICABLE):

CONTACT TELEPHONE NO:

EMAIL:

HOW DOES THIS PERSON KNOW YOU:

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my application being withdrawn or in dismissal should I be appointed to the role.

Signature:

Date

Please send completed application to
recruitment@govancommunityproject.org.uk
or mail to
Traci Kirkland, Head of Charity, Govan Community Project,
Pearce Institute, 840-860 Govan Road, Glasgow G51 3UU