

**1st Step Development Ventures**

***Inspiring Recovery Together***

*Working towards communities that make addiction recovery real. That means challenging stigma, supporting people to see their own strengths, and creating opportunities for them to rebuild social connections and find purpose and fulfilment in their local communities.*

**Job Description**

**Job Title:** 1st Step Bikes Team Coordinator

**Responsible to:** Development Manager.

**Salary:** £26 0000 (0.6 pro-rata that can be worked flexibly).

**Hours of work:** 21 hours per week, including occasional weekend working.

**Place of work:** Linlithgow Recycling Center.

**Contract:** Fixed term to 31st October 2021 initially; with possibility of becoming a permanent post thereafter.

**Disclosure:** The post-holder will be subject to a Disclosure Scotland check.

**Job purpose**

**Inspiring Recovery One Bike At A Time**

The 1st Step Bikes Team Coordinator is an exciting new role for the right person, leading our award winning team of bike mechanics and volunteers to help develop and grow our charity. They will be able to inspire enthusiasm in bikes and cycling, and enable our volunteers to build and strengthen their own recovery journeys. They will also work closely and collaborate with our partner agencies.

The post is initially on a fixed term, but our intention is to work toward making it a permanent post if possible.

1st Step Development Ventures is a community-led charity and social enterprise, working in West Lothian and Falkirk. Our aim is to promote recovery from addiction and improve mental health and develop a sustainable social enterprise that can grow as our team grows into stronger and more resilient people, at the same time as making a positive impact in the community. We run a number of projects that create fulfilling opportunities for people to learn, find purpose and build up strong supportive relationships. We have provided supported bike related activities since 2016 including:

* Free bike refurbishment courses enabling people to repair and keep a “pre-loved” bike
* Free Dr Bike events for the public
* Fix up bikes that are either donated to good causes or sold to help support our work
* Delivering basic and advanced bike maintenance workshops; and
* Group rides and new cycling clubs

The new Team Coordinator will support the team and our volunteers, and coordinate these and other bike related activities.

**Specific responsibilities**

* Recruit, supervise, support and train volunteers (with the support of our Senior Recovery Mechanic and our Volunteer Transition Coordinator)
* To coordinate volunteer referrals from a number of partner agencies
* To deliver supported bike refurbishment training courses targeting people affected by addiction and/or poor mental heath
* To develop workshop and retail systems, procedures and quality standards, with the aim of gaining Revolve accreditation
* Supervise and undertake the repair and servicing of bikes
* Assess and up-cycle donated bikes for sale
* Maintain a safe and clean working environment
* Set up and maintain accurate records of stock and sales
* Run regular Dr Bike events and deliver basic and advanced bike maintenance workshops for a wide range of participants using expert knowledge and standards
* Develop the plans and resources required to run these events and workshops
* To monitor and report on progress

**Person Specification**

***Essential***

* An understanding of the challenges and processes of recovery from addiction and or mental heath challenges
* Friendly and welcoming manner
* Enjoy working with people
* A positive role model for team members
* Ability to motivate and encourage others
* Excellent communication and customer service skills
* Proficient bike mechanic skills
* Excellent organisational skills
* Flexibility and the ability to adapt according to the needs of the project
* The ability to work well on own initiative and as part of a team
* Good literacy, numeracy and IT skills including use of Microsoft Excel and Word
* A passion for cycling
* A willingness for continued learning and personal development

***Desirable***

* A recognised qualification in bike maintenance
* Previous experience of working or volunteering with people affected by addiction or poor mental health
* Previous experience of working or volunteering in a community bike project or bike shop
* Experience of working with volunteers who face multiple barriers to employment
* Experience of retail including cash management and ordering
* An enthusiasm for and understanding of social enterprise
* Experience of developing and delivering training, events or workshops
* Experience of marketing and promotion
* A clean driving licence

**Application notes**

Applicants are invited to submit a CV of no more than two pages, and a covering letter of no more than two pages, setting out why you want to join us, and how you meet the person specification. These should be sent to

firststepdevelopment@gmail.com by midday 10th June 2021.

**If you would like more information** or to discuss anything in relation to the new post contact Maria Throp Development Manager 07597392931 firststepdevelopment@gmail.com