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**Active Travel Hub - Job Description – Bicycle Mechanic**

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| **Job Title** | **Bicycle Mechanic** |
| **Location** | **Vale of Leven G83** (with occasional travel to attend meetings and other events outwith the area). |
| **Responsible to:** | **VOLT Development Manager / Chairperson**  |
| **Salary:** | **£20,000 (pro rata) + pension** |
| **Hours per week** | **24 hours including weekends & some evening working.** |
| **Contract type** | **Probation Period for 3 months thereafter****Fixed term contract until 31 March 2024.** |
| **PVG**  | **The successful candidate will be subject to a Disclosure Scotland check as part of our safer recruitment procedures.** |

**Closing date for application is:** **Monday 5th July at 5pm.**

**Interviews will be held on: Saturday 24th July 2021.**

**Interviews are expected to be face to face however this may change depending on any amendment to the COVID19 guidelines set out by the Scottish Government.**

**Completed applications should be submitted by email to The Vale of Leven Trust:**

**info@valeofleventrust.com**

If a paper application pack is preferred please email or contact us on 07570 227712 (leave a message with your name, contact number and address) and this will be posted to you.

**Organisational overview**:

The Vale of Leven Trust (VOLT) was set up as a Charity in 2017 and this was as a direct result of the proposed sale of Alexandria Town Centre in 2016. Our general Target Outcomes are:

* To improve the economy of the town of Alexandria:
* Improving the physical environment of Vale of Leven
* Investigating how the economy / footfall can be increased within the Town Centre;
* Investigating how the lives of residents can be improved against the current more negative outcomes noted in the WDC SIMD (2016 & 2020).

The aim of the Active Travel Hub is to promote the health and well-being of residents through participation in e-bike cycling and walking activities. Due to a range of social and health issues in our community an innovative approach is required to assist tackling these issues. We have seen the great work that other active travel hubs in Scotland do. Our Active Travel Hub aims to deliver a full range of environmental, health, wellbeing and social outcomes but also seeks to be sustainable which is important as we believe we should always strive to become as self-reliant as possible and not be too dependent on public funding.

Our Active Travel Hub will be situated within the Vale of Leven. The long term home for the hub will be the ‘Former Police Box’. This was identified as an ideal hub location in 2018 due to its accessibility to the Cycle Path and has since been brought into community ownership. The building is located on the banks of the River Leven however as plans for the building’s physical improvement are underway, at this time we are looking for a temporary base for the Hub within the Alexandria area.

**Overall purpose of the Job:**

This is an exciting new project and job role which will support and enable local residents and our visiting community to make cycling / walking a part of their everyday lives. The Active Travel Hub will provide access to ebikes and organise cycling and walking activities to promote engagement, physical and mental wellbeing, and community cohesion. The goal of the project is to:

* Increase bike mechanical skills within the Vale of Leven community;
* Increase confidence and empowerment among our community;
* Improve long-term uptake of cycling / walking in our community;
* Improve physical and mental health/wellbeing;
* Reduce social isolation amongst our community;
* Improve community resilience, cohesion and integration;
* Promote the Active Travel Hub and identify options that increase its sustainability;
* Increase volunteering opportunities to our residents.

**MAIN DUTIES AND RESPONSIBILITIES:**

* Deliver cycling and cycle maintenance training to residents of the area;
* Provide bicycle servicing, repair services and bicycle refurbishing.
* Keep attendance, training and achievement records for active travel activities:
* Undertaking group led and individual bicycle runs with a range of residents and groups who live in our local community and visitors from outwith our area;
* Undertake risk assessments of all activities and establish relevant Health and Safety procedures
* Work with residents and other volunteers, to facilitate their increasing involvement in organising and running their own weekly cycle and health led groups.
* Deal with customer enquiries including communication by telephone, email, social media, on-line and face-to-face;
* Build relationships with businesses to secure future involvement in the Active Travel Hub to increase its sustainability in the future, keep records of partnership established;
* Collaborating with local employers, to design a workplace programme including training and workplace active travel challenges;
* Participate in Evaluation Surveys of active travel behaviours in conjunction with Glasgow Caledonian University;
* Design and produce marketing material associated with the development of Active Travel in and around the Vale of Leven & West Dunbartonshire;
* Manage active travel content on social media channels and the VOLT Website;
* Take part in objective setting and regular appraisal;
* Contribute to monthly reports for Steering Group and chart progress against the project Outcomes;
* Complying with the monitoring and evaluation requirements of funders;
* Assist in producing quarterly reports for VOLT’s Management Committee & the Active Travel Hub Steering Group;
* Carry out other duties which may reasonably be required in light of the main purpose of the job.

**The post-holder will be expected to adopt a flexible attitude to the duties, which may have to be varied subject to the needs of the service and in keeping with the general profile of the post.**

**The successful candidate will be subject to a Disclosure Scotland check as part of our safer recruitment procedures.**

**This post is funded on a fixed term basis until March 2024 and is funded by ‘The National Lottery Community Fund’**

**PERSON SPECIFICATION**: Bicycle Technician/Mechanic

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| **ESSENTIAL**  | **DESIRABLE**  |
| Passion for and knowledge of cycling, walking and all forms of active travel. | Previous experience of working or volunteering in a community bike project or bike shop. |
| Experience of maintaining, repairing & refurbishing e-bikes and standard bicycles. | A recognised qualification in bike maintenance. |
|  | A minimum of two year’s mechanical knowledge and experience in maintaining bicycles. |
| Ability to lead cycle rides with members of the public (and guided walks where appropriate). | Previous experiences of developing graded cycle/walking routes. |
| Enthusiasms for supporting people to develop their abilities to safety check, maintain, and repair their own bikes. | Experience of facilitating maintenance / repair workshops. |
| Very confident road cycling skills and knowledge of road safety. | Experience and knowledge of a range of different types of bikes and ability to use cycle repair equipment. |
| Ability to maintain accurate records of bike servicing and repair activity. | Experience of sourcing components and organising and maintaining a parts budget. |
| Ability write and report on activities undertaken to demonstrate work being carried out.  | Experience in developing incomegeneration to support projects |
| Proven ability to outreach to individuals and groups and build relationships, partnerships and network with organisations to promote Active Travel Hub | To promote Active Travel Hub using a range of digital platforms and new technologies |
| Ability to work independently, as part of a small team and remotely. |  |
| Excellent organisational skills. |  |
| Working knowledge of health and safety regulations. |   |
| Have good interpersonal skills and understand the importance of how to communicate to members of the public with differing abilities. |  |
| Experience of using IT equipment and systems especially Microsoft Office Word & Outlook. | Knowledge of Microsoft Office suites such as PowerPoint, Excel) and strong IT skills. |
|  | - Experience of working with Volunteers’.- Experience of developing and delivering training to volunteers. |
| Flexible approach to role remit and willingness to support other elements of the project’s work. |  |

**Personal Qualities:** you should be sociable, enthusiastic, and enjoy meeting new people. The post will involve offering encouragement and support to people who might initially lack confidence and cycling skills. You should therefore be patient, respectful, and non-discriminatory in your approach at all times.