

Introduction from Gregory Kinsman-Chauvet, Founder and Cycling Enthusiast Officer (CEO)

It is an extremely exciting time to join Bike for Good as it is planning to take its award-winning programmes on a national level.

We've launched Scotland's first bike mechanic traineeship starting for women and non binary only. As well as our fantastic New Scots project offering skills, training, and cycling activities to over 80 asylum seekers and refugees.

In addition, we've piloted the world's first impact led bicycle subscription scheme. A real opportunity to develop this circular economy model in collaboration with other organisations. And a lot more you can find out [here](#).

Bike for Good is the go-to community cycling organisation in Glasgow, and one of the largest ones in the UK. We're ready to develop our most innovative solutions to the Scottish (UCI 2023, Cop26) and the UK national level!

With the upswing in interest in cycling and the cycle industry boom, we have a fantastic opportunity for our social enterprise to grow its profit to deliver more social impact outcomes, whether as a customer or a beneficiary user. Exciting times!

"You do not need to be a cyclist to ride a bike"

Peter Walker, Bike Nation

We look forward to meeting candidates who are up for the unique and important challenge to take Bike for Good forward at what is an exciting time for the organisation and the cycling community in the UK.



About Us

Bike For Good is a cycling charity based in Scotland, **our mission is:**

We enable people to ride a bike. We believe that cycling is the most effective and sustainable form of transport; we believe it enhances our chances for a healthy life and environment.

Founded in 2010, Bike For Good sell and service refurbished bikes, run maintenance classes, provide cycle training, and deliver community projects; changing lives for the better through cycling. Bike For Good welcomes any and all new or existing cyclists to engage with their cycling community hubs. Beneficiaries include bike lovers, curious commuters, those with physical and mental health conditions, young people, refugees and asylum seekers, and those who have never cycled before in their lives.

Funding of the organisation comes from the sale of refurbished bikes, and through grants and external funding aimed at tackling environmental, inclusion and health issues (impact).

The Bike For Good team is made up of cycling enthusiasts including professional bike mechanics, and a dedicated outreach team to deliver community projects.

You can view our social impact report here: <https://view.genial.ly/5ee89267e2e75a0d8bce2fe5/dossier-reporting-bike-for-good-social-impact-report-2021>

More information: <https://www.bikeforgood.org.uk/>



Vision

“A healthy and inclusive environment where everyone in the community benefits from more people cycling”

Mission

“We enable people to ride a bike. We believe that cycling is the most effective and sustainable form of transport; we believe it enhances our chances for a healthy life and environment.”

Values

Passionate

We are passionate about cycling as a tool for positive change

Supportive

We work at the heart of communities, empowering people and building partnerships. To make this happen, we nurture a collaborative work environment.

Expertise

We continuously develop our skills and share them with our volunteers and staff, and throughout the community.

Environmentally aware

We protect and preserve the environment for the benefit of all.

Strategic Themes

People - Invest in our teams (volunteer and staff)

Finance - Establish a financially robust Social Enterprise

Users and customers - Deliver outstanding service

Impact - Embed better ways to monitor and report

Job Description

Job Title: Skills & Development Lead

Salary: £26,000.00 gross per annum

Location: Glasgow across both hubs at Glasgow west and Glasgow south

Contract: Permanent, 37.5 hours per week although consideration will be given to 34 hours per week. (Monday to Friday with occasional evening and weekends)

Purpose

The Skills and Development Lead is responsible for overseeing a variety of programmes designed to improve the life chances of our service users through the provision of training and development opportunities. This includes overseeing the successful delivery of all relevant projects, programmes and services in line with funding agreements and on budget.

Central to the role is leading and supporting a team of volunteers and staff members, ensuring projects are delivered with our service users at the forefront, and steering the strategic direction of our work.

Reporting Line

The Skills & Development Lead reports to the CEO.

Key Responsibilities

Leadership

- Proven ability to lead, motivate and coach individuals
- Experience in planning, delivering and evaluating projects to success
- A proven track record of excellent organisation and time management skills
- Ability to prioritise workloads effectively, meet deadlines and monitor outcomes
- Lead and oversee the delivery of all Skills and Development programmes.

Strategy

- Contribute to the strategic development of the Skills & Development Team and wider organisation

Financial Management

- Experience of managing a large and complex budget
- Maintain accurate records of all income and outgoings.

Communication and Reporting

- Ensuring that communication is ongoing and effective between different departments and partners
- Excellent report writing and communication skills
- Manage relationships with funders and strategic partnerships
- Produce regular reports from our D&I to funders, project partners and team.
- Facilitating and organising team meetings, ensuring an accurate record is recorded

Measurables

- KPIs and targets
- Experience of improving and developing services in line with feedback from service users and partners
- Analyse project impact to enhance and improve service delivery.
- Maintain an up-to-date knowledge of local and national employability funds and frameworks such as Community Jobs Scotland and the Young Person's Guarantee.

Policy understanding and implementation

- An understanding of the principles and implementation of an Equal Opportunities Policy, Safeguarding Policy and Health and Safety Policy

Training and Delivery

- Experience of working within the training or employability sectors

Data and Impact

- Ongoing monitoring and evaluation and recording of programmes/training academies/etc.

Person Specification

- Results-driven approach, creating innovative solutions with good problem solving skills
- A bridge-builder and networker with local communities, partners and youth groups.
- Committed to realising the vision of Bike for Good and can inspire engagement, passion and performance
- Initiative – The ability to work alone and take a lead when hurdles arise or when tasks require completion.
- Collaborative team player with a high degree of integrity and personal responsibility.
- Excellent administrative skills
- Formal qualification in community development or similar

The Job Description is current at the date of issue, however, is subject to updates and changes throughout the recruitment process and beyond.



Bike for Good Benefits, Reward and Recognition Provisions.

Lifestyle	
Pension Scheme	Eligible employees are automatically enrolled in the Bike for Good Pension scheme operated by Nest within three months from their start date. At present Bike for Good contributes 3% with employees contributing 5% (less tax relief)
Stress Counselling Helpline	Confidential service provided by a team of Counsellors who are qualified and experienced in assessing work related problems.
Annual Holiday	37 days per leave (pro rata for part time staff)
Enhanced Sick and absence pay	Company paid sickness absence in accordance with the Absence from Work Policy.
Enhanced Jury Service	Full salary paid during Jury service minus deductions for expenses received from the court.
Bike Purchase / Cycle to Work Scheme	
Staff Discounts on Cycling Goods and Services	
Flexible working Practices	
Long service recognition - 5, 10 and 20 years	

Other	
Staff Survey	Have your say in the quarter and annual anonymous staff surveys.
Training & Development	Opportunities to gain skills and receive formal training, participate in working groups (such as Diversity and Inclusion) and undertake CPD.

How to Apply

Please complete our online equal opportunities form and application form and return to:

Karen@bikeforgood.org.uk

If you require further information or a confidential discussion, please contact Karen on the email address above.

Bike for Good is committed to ensuring that people under-represented in cycling are supported and encouraged at every step in their cycling journey. To achieve this, we want to build an inclusive and representative community, both within our organisation and in the communities we work. As an organisation we are committed to attracting, developing and retaining the best people for Bike for Good and the communities we serve. Everyone will be respected and valued for their contributions.

We encourage people that identify with a marginalised background to apply for our roles, however all applications are welcome and will be treated fairly and equally. If you need additional support or information to aid your application, please contact our HR Officer Karen@bikeforgood.org.uk.

You can read more about our work to increase diversity and inclusion in cycling here on our website: <https://www.bikeforgood.org.uk/about-us/equality-diversity-and-inclusion/>

