

Bikes for Refugees (Scotland) SCIO

Project Worker Post



Closing Date: Sunday 24th April 2022

Location: Edinburgh and Glasgow Hubs

Salary: £20,983 (AP3/23) (pro rata)

Hours: 4 days pw (29 hours)

To be worked: Flexibly and subject to the needs of the project

Contract: 12 months (extension subject to funding)

For further information and an informal chat about the post please contact:

Mike Kemp, Project Manager (Hubs)

mike@bikesforrefugees.scot

Or

Steven McCluskey, Founder / CEO

steven@bikesforrefugees.scot

Please forward a CV and covering letter outlining -

- 1. why you are interested in this post, and**
- 2. why you think you are the best person for the job?**

**email both CV & letter no later than Sunday 24th April 2022 to
admin@bikesforrefugees.scot**

**THE CV AND COVERING LETTER SHOULD BE SENT AS SEPARATE PDF
DOCUMENTS & SAVED IN YOUR NAME i.e. CV Jo Bloggs / Letter Jo Bloggs**

Please note 'essential' and other requirements. You are unlikely to be shortlisted for interview if you do not meet the essential requirements. In your CV & Covering letter you should set out how you meet the requirements outlined to be considered for the post and by demonstrating why you are the best person for the job.

Interviews to be held on Saturday 7th May (subject to change) venue tbc.

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Project Worker - Job Description & Person Specification

Background

Our mission is simple: to get New Scots (refugees / asylum seekers) cycling! We are a community of cyclists, New Scots, bike mechanics and volunteers. We collect donations of second-hand bikes, fix them together at our workshop/s, and then gift them to New Scots. We have gifted over 1,700 bikes to date. A proportion of the bikes that we receive are sold to the public to generate income for the charity and ensure our long-term sustainability.

Bikes for Refugees (Scotland) is a charity going through a period of growth as we address increased demand for our services and our enterprise. This position is required to support the delivery of our activities across both our Glasgow and Edinburgh Community Hubs as we grow bike donations, distributions, income activities and sales. We are looking for someone who can help us to promote our values, deliver our charitable aims and sustain our commitment to support New Scots.

What it is like to work here

Bikes for Refugees (Scotland) is a fun, interesting and supportive place for you to grow and professionally develop in the charity and voluntary sector. You will report to the Project Manager who reports to the CEO and board of trustees. You will have a level of autonomy as you bring your expertise in bike mechanics, supporting volunteers as mechanics, project co-ordination, and working with New Scots.

We particularly encourage applications from women, disabled, and Black, Asian and Minority Ethnic (BAME) candidates, and those who have personal experience of being a refugee / asylum seeker. Bikes for Refugees (Scotland) is a Living Wage employer.

Job Description

This role is responsible for the delivery of activities across our Edinburgh and Glasgow Community Hubs subject to the needs and demands of the project and as guided by the Project Manager and supported by the CEO and Volunteer Co-ordinator. You will work on a variety of projects including the support of volunteer bike mechanics, bike collections, repairs and distributions, and special projects and activities. The post holder will be expected to maintain a good working knowledge of Bikes for Refugees (Scotland) programmes, policies and procedures, and maintain good working relationships with a variety of external stakeholders and partners.

If you are passionate about bicycles and cycling and have an interest in human rights and supporting disadvantaged groups, then this could be the job for you. You will have proven experience of working with bikes and a recognised qualification in cycle mechanics would be advantageous. Experience of working with volunteers is required, whilst experience of working with refugees and asylum seekers and/or other disadvantaged groups would be advantageous. A good working knowledge of IT and computer skills will be essential. You will be expected to be proactive in the co-ordination and safe delivery of activities and ensure the smooth running of the workshops/hubs and be an effective communicator with staff, volunteers, New Scots and partners.

Duties and Responsibilities

As a project worker your work would involve:

- Supporting the Project Manager in the smooth running and operations of our Glasgow and Edinburgh Workshop/Hubs and the safe and effective delivery of activities
- Working days, evenings and weekends in line with the needs and demands of the service and availability of volunteers
- Travel to Bikes for Refugees (Scotland) Hubs as required
- Implementation of Bikes for Refugees (Scotland) Policies and Procedures at the Glasgow and Edinburgh Hubs in conjunction with Bikes for Refugees (Scotland) Project Manager and CEO
- Implement risk assessments and risk management for Bikes for Refugees (Scotland) activities and events
- Implementing and managing health & safety policy and procedures and maintaining safe working practices
- Provide mechanical expertise and support to Bikes for Refugees (Scotland) Glasgow and Edinburgh Workshop/Hubs volunteers
- Work closely with the Bikes for Refugees (Scotland) Volunteer Co-ordinator
- Engaging with refugees and asylum seekers
- Refurbishing and distributing bikes to refugees and asylum seekers
- Managing bike requests and the bike request waiting list database
- Managing repair requests from refugees/asylum seekers
- Managing bike donations and the bike donation contacts database
- Support the ordering of bike parts/accessories and monitoring stock
- Effective implementation and evaluation of any new project programmes and activities such as Bikes for Refugees (Scotland) one off events and pop-ups, regular monthly market stall etc.
- Support income generation and the sustainability of Bikes for Refugees (Scotland) through activities such as the sale of bikes and goods
- Partnership working including representing and promoting the values and work of Bikes for Refugees (Scotland) for example at events and external meetings
- Being a champion and advocate for refugees and asylum seekers and their issues, needs and human rights
- Work with the Project Manager, Volunteer Co-ordinator, CEO and the board of trustees in supporting the development of Bikes for Refugees (Scotland)
- Any other tasks and activities as reasonably required to fulfil the needs of the organisation

Requirements

E- Essential D- Desirable

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Excellent English language skills (both written and oral) (E)• One year experience as a bike mechanic or equivalent relevant qualification (Velotech, Cytech etc.) (E)• Knowledge of cycling industry/community (E)• Keen interest in cycling and bikes (E)• Experience of working with volunteers (E)• Excellent team worker and inter-personal relationships (E)• High level of project co-ordination skills (E)• A thorough and systematic approach to diagnosing and solving problems (E)• Experience of managing and maintaining good working relationships (E)• Flexible, self-starter with excellent communication skills (E)• An ability to conduct all duties in a manner that is non-judgmental and respects differences (E)• IT and Microsoft Office Applications (E)	<ul style="list-style-type: none">• Experience of risk assessment and management (D)• Experience of implementing and managing health & safety policy and procedures and maintaining safe working practices (D)• Experience of working with disadvantaged groups such as refugees (D)• Knowledge of the refugee sector in the UK, and a passion and enthusiasm for making a difference to the lives of refugees (D)• Experience of working in the charitable and community sector (D)• Additional language skills (preferably Arabic, Farsi, Turkish, Tigrigna French or Amharic) will be considered beneficial (D)• Sales and income generation activity experience (D)• Understanding of organisational development (D)• Full drivers licence and experience of driving vans/light goods vehicles (D)

Please note ‘essential’ and other requirements above.

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