

# **Bikes for Refugees (Scotland) SCIO Project Worker Glasgow x 2 Posts**

**Extended Closing Date: SUNDAY 14<sup>th</sup> August**

**Location:** Glasgow Community Hub

**Salary:** £20,983 (AP3/23)

**Hours:** 5 days pw (36.25 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 contact either:

**Mike Kemp, Community Hubs Manager**

mike@bikesforrefugees.scot

**Information also at: - [www.bikesforrefugees.scot](http://www.bikesforrefugees.scot)**

**Please forward a CV and Covering Letter outlining -**

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

**Email both CV & Letter no later than Sunday 14<sup>th</sup> August to  
[admin@bikesforrefugees.scot](mailto: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.**

# **Bikes for Refugees (Scotland) SCIO**

## **Project Worker - Job Description & Person Specification**

### **Background**

Our mission is simple- to provide New Scots (refugees / asylum seekers) with free mobility through the provision of bikes and the transformational power of cycling! We are a community of cyclists, non-cyclists, New Scots, bike mechanics, staff, volunteers, and partners. We collect donations of second-hand bikes, fix them together at our workshop/s, and gift them to New Scots. We have gifted over 1,800 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. Through new funding, these positions are required to support the delivery of our activities within our Glasgow Community Hub as we grow bike donations, repairs and distributions. We are looking for someone who can help us to promote our values, deliver our charitable aims and activities, 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 Community Hubs 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 from those who have personal experience of being a refugee / asylum seeker. Bikes for Refugees (Scotland) is a Living Wage employer.

### **Job Description**

These posts/roles are responsible for the delivery of activities within our Glasgow Community Hub in Govan, and across other hubs as required and subject to the needs and demands of the project as guided by the Community Hubs Manager and supported by the CEO and Volunteer Coordinator.

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. You will be expected to increase our impact in the support of New Scots through improving workflow management, improving efficiency and increasing productivity in the repair and distribution of bikes.

The post holder will maintain a good working knowledge of Bikes for Refugees 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 bike mechanic qualification such as Velotech or Cytech (or equivalent experience). 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 proactive in the co-ordination and safe delivery of activities and ensure the smooth running of the workshop/hub 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 Community Hubs Manager in the smooth running and operations of our Glasgow Workshop / Hub 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 and New Scots
- Travel to Bikes for Refugees (Scotland) Hubs as required
- Implementation of Bikes for Refugees (Scotland) Policies and Procedures in conjunction with Bikes for Refugees (Scotland) Community Hubs 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
- Managing effective workflow, efficiency and productivity in the repair and distribution of bikes
- Provide mechanical expertise and support to Bikes for Refugees (Scotland) workshop 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 and 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
- 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 Community Hubs Manager, Volunteer Co-ordinator, CEO, other staff, 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"><li>• Excellent English language skills (both written and oral) (E)</li><li>• Experience as a bike mechanic or equivalent relevant qualification (Velotech, Cytech etc.) (E)</li><li>• Knowledge of cycling industry/community (E)</li><li>• Keen interest in cycling and bikes (E)</li><li>• Experience of working with volunteers (E)</li><li>• Excellent team worker and inter-personal relationships (E)</li><li>• High level of project co-ordination, organising and delivery skills (E)</li><li>• High level of workflow management and productivity skills (E)</li><li>• A thorough and systematic approach to diagnosing and solving problems (E)</li><li>• Experience of managing and maintaining good working relationships (E)</li><li>• Flexible, self-starter with excellent communication skills (E)</li><li>• An ability to conduct all duties in a manner that is non-judgmental and respects differences (E)</li><li>• IT and Microsoft Office Applications (E)</li></ul>	<ul style="list-style-type: none"><li>• Experience of risk assessment and management (D)</li><li>• Experience of implementing and managing health &amp; safety policy and procedures and maintaining safe working practices (D)</li><li>• Experience of working with disadvantaged groups such as refugees (D)</li><li>• Knowledge of the refugee sector in the UK, and a passion and enthusiasm for making a difference to the lives of refugees (D)</li><li>• Experience of working in the charitable and community sector (D)</li><li>• Additional language skills (preferably Arabic, Farsi, Turkish, Tigrigna French or Amharic) will be considered beneficial (D)</li><li>• Sales and income generation activity experience (D)</li><li>• Understanding of organisational development (D)</li><li>• Full drivers license and experience of driving vans/light goods vehicles (D)</li></ul>

**Please note 'essential' and other requirements above.**

**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.**