

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

## **Recruitment Pack**

### **Project Worker / Bike Mechanic - Glasgow**



**Closing Date: SUNDAY 16<sup>th</sup> April 2023**

**Location:** Glasgow Community Hub (Govan)

**Salary:** £22,983 f/t

**Hours:** 5 days (36.25 hrs) or 4 days (29 hrs) pw. Job Share considered.

**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:

**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 & Covering Letter no later than Sunday 16<sup>th</sup> April to [admin@bikesforrefugees.scot](mailto:admin@bikesforrefugees.scot)**

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

**Please consider closely '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 will take place place Saturday 29<sup>th</sup> April (subject to change)**

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

## **Project Worker / Bike Mechanic - Job Description & Person Specification**

### **Background**

Our mission is simple- to provide New Scots (refugees / asylum seekers) with free and sustainable mobility through the provision of bikes and the transformational power of cycling.

See also our website at [www.bikesforrefugees.scot](http://www.bikesforrefugees.scot)

### **Job Description**

We are looking for someone who can help us to deliver our charitable aims and activities, promote our values, and sustain our commitment to support New Scots. If you are passionate about bicycles and cycling and have an interest in supporting disadvantaged groups, then this could be the job for you.

This post/role is responsible for the delivery of activities within our Glasgow Community Hub in Govan. 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 to New Scots.

You will have proven experience of working with bikes and/or 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.

### **What it is like to work here**

Bikes for Refugees (Scotland) is a fun, inclusive 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 provide an attractive employee benefits package which includes a competitive salary (inc a recent cost of living increase) + 3% pension contribution + 29 days annual leave (inc a recent 1 day increase) + 9 days statutory public holidays that can be used flexibly alongside A/L; flexible working patterns & Time of in Lieu (subject to the needs of the project) + family friendly policies + access to bike and other discounted trade accounts + work related incurred expenses + paid training and development opportunities + free office snacks & drinks + the opportunity to work in a varied and hands on role, making a difference to the lives of others. We are also looking at further ways in which we can enhance our employee benefits as we grow and develop as a charity and employer.

We particularly encourage applications from those who have personal experience of being a refugee / asylum seeker.

Bikes for Refugees (Scotland) is a Living Wage employer.

## **Duties and Responsibilities**

As a Project Worker / Bike Mechanic your work would involve:

- Supporting the Community Hubs Manager in the operations of the Glasgow Workshop / Hub i.e. repair, check and distribute bikes; assess and manage bike donations; help monitor stock levels; keeping up to-date records
- Managing effective workflow, efficiency and productivity in the repair and distribution of bikes
- Working days, evenings and weekends in line with the needs and demands of the service and availability of volunteers and New Scots refugees / asylum seekers
- Provide mechanical expertise, supervision and support to workshop volunteers including assessing abilities and providing appropriate tasks
- Implementation of Bikes for Refugees (Scotland) Policies and Procedures in conjunction with the Community Hubs Manager & CEO
- Implementing and managing health & safety policy and procedures and maintaining safe working practices and environments at all times
- Implement risk assessments and risk management for activities and events
- Partnership working including representing and promoting our values and work at events and external meetings
- Effective implementation of any new project programmes and activities such as 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
- Being a champion and advocate for refugees and asylum seekers and their issues, needs and human rights
- Work closely with the Community Hubs Manager, Volunteer Co-ordinator, CEO, other staff in the delivery of activities, and the board of trustees in supporting the ongoing development of Bikes for Refugees (Scotland)
- Travel to other Bikes for Refugees (Scotland) Community Hubs as required
- 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 and bike fitting 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 in the teaching of basic bike mechanic skills to others (D)</li> <li>• Experience orientating inexperienced cyclists (D)</li> <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.**

**Your CV & Covering letter 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.**