

Bikes for Refugees (Scotland) SCIO

Project Worker / Mechanic - Edinburgh



**Bikes for
Refugees
Scotland**

CLOSING DATE: Thursday 21st March 12:00 (Noon)

INTERVIEWS: Edinburgh Frid 5th / Sat 6th April (may be subject to change)

Location: Edinburgh Community Hub

Salary: £22,983

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)

Conditions: An attractive package of benefits inc. a supportive working environment, training, flexible working, pension contribution and 38 days annual leave (includes public holidays)

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

Steven McCluskey, Founding CEO (on leave 4th- 8th March)

steven@bikesforrefugees.scot

Mike Kemp, Community Hubs Manager (on leave 11th- 22nd March)

mike@bikesforrefugees.scot

Information also at: - www.bikesforrefugees.scot

PLEASE PAY CLOSE ATTENTION TO THE FOLLOWING:-

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 Noon - Thurs 21st March 2024

to- admin@bikesforrefugees.scot

THE CV AND COVERING LETTER SHOULD BE SENT AS 'SEPARATE' PDF (not word) DOCUMENTS AND SAVED IN YOUR NAME i.e. CV Josephine Bloggs / LETTER Josephine 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/Mechanic - Job Description & Person Spec.

Background

Our mission is simple- to provide New Scots (refugees / asylum seekers) with free mobility and freedom of movement through the provision of refurbished 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 alongside Welcome Packs. We have gifted over 2,500 bikes to date. A small proportion of donated bikes are sold to the public to reinvest in the charity to support our work and ensure our long-term sustainability.

We are going through an exciting period of growth as we address increased demand for our services. Through new funding, this new position is required to support the delivery of our activities within our Edinburgh Community Hub as we grow bike donations, repairs and distributions. This year we will also be identifying new Edinburgh premises and establishing a new community hub. The postholder will support this exciting and challenging transition and should be prepared to support and work through a period of change.

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 supporting 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

This post is responsible for delivering activities within our Edinburgh Community Hub, and across other hubs as required and subject to the needs and demands of the project as guided by the Community Hubs Manager and CEO. 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 work on a variety of projects: repairing bikes, the co-ordination and support of volunteer bike mechanics, bike donations, distributions, and special projects and activities. Your main tasks will be associated with increasing our impact in the support of New Scots through improving workflow management, efficiency and increasing productivity in the repair and distribution of bikes to New Scots.

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.

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. Experience of working with refugees/asylum seekers and/or other disadvantaged groups would be advantageous. A good working knowledge of IT and computer skills is essential. You will be proactive in the co-ordination and safe delivery of activities and ensure the smooth running of the workshop/hub. You will be an effective communicator with staff, volunteers, New Scots and partners.

Duties and Responsibilities

As a Project Worker / Mechanic your work will involve:

- Supporting colleagues in the smooth running of our Edinburgh Workshop / Hub and the safe and effective delivery of activities
- Managing effective workflow, efficiency and productivity in the repair and distribution of bikes
- Implementing risk assessments and risk management for activities and events
- Implementation of Bikes for Refugees Policies and Procedures in conjunction with the Community Hubs Manager and CEO
- Implementing and managing health & safety policy and procedures and maintaining safe working practices
- Providing mechanical expertise and support to workshop volunteers
- 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
- Supporting 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 one off events and pop-ups
- Supporting income generation and the sustainability of Bikes for Refugees through activities such as the sale of bikes and goods
- Partnership working including representing and promoting our values and work for example at events and external meetings
- 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 Hubs as required
- Being a champion and advocate for refugees and asylum seekers and their issues, needs and human rights
- Working closely with the Community Hubs Manager, CEO, other staff, and the board of trustees in supporting the development of Bikes for Refugees
- 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)• 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, organising and delivery skills (E)• High level of workflow management and productivity 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 license and experience of driving vans/light goods vehicles (D)

Please pay particular attention to the ‘essential’ and other requirements listed above.

You are unlikely to be shortlisted for interview if you do not meet the essential (E) 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.