

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

It is an inspiring time to join Bike for Good as it plans to take its award-winning programmes to a national level.

We've launched Scotland's first bike mechanic traineeship for women and non-binary and became Scotland's first [Cytech](#) training centre. Cytech Training Scotland has welcomed and trained 138 enthusiasts, empowering them with valuable skills in bicycle maintenance. 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. You can find out a lot more [here](#).

Bike for Good is Glasgow's go-to community cycling organisation and one of the largest ones in the UK. We've secured a partnership with an international cycling organisation to take our programmes to the next level!

With the upswing in interest in cycling and the growth of the cycle industry, 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 sells and services refurbished bikes, runs maintenance classes, provides cycle training, and delivers community programmes, changing lives for the better through cycling. Bike For Good welcomes 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.

The organisation's funding comes from sales of cycling goods and services, donations and grants.

The Bike For Good team comprises cycling enthusiasts, professional bike mechanics, and a dedicated delivery team working with various community centres.

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 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 - Training & Employability Coordinator (Build Your Own Bike)

**Salary** - Grade 3 Band 1 £26,582.98 to £29,367.12 per annum. The salary is at the start of the pay band on the appointment.

**Location** - Glasgow area

**Contract** Temporary - until 31st of March 2025, 37.5 hours per week

### Purpose

As a Bike for Good work colleague, you will be part of our vision for a healthy and inclusive environment where everyone in the community benefits from more people cycling.

Responsible for the coordination and delivery of a week-long Build Your Own Bike course teaching community members how to build and maintain a bike, as well as volunteer bike refurbishment sessions, bike maintenance classes Fix Your Own Bike sessions.

Central to the role is the successful setup and ongoing coordination of community partners, staff, volunteers and participants. The position also involves supporting participants to engage in our wider Volunteering Programme.

### Reporting Line

Training & Employability Department Lead

## Key Responsibilities

- Setup, coordination and delivery of a range of activities focused on teaching bike mechanics to a broad range of participants, many of whom may be vulnerable
- Engage and liaise with new community partners and maintain effective partnerships with key stakeholders such as community organisations and local authorities.
- Support the Department Lead to process all financial claims and reports to funders and partners.
- Support and supervise volunteers and session workers during the delivery of activities.
- Ensure outputs and outcomes are recorded for each stakeholder and reported on time and in the correct format.
- Directly support Practitioners with the creation and organisation of all events.
- Actively acquire case studies including inspiring stories that represent theme impacts.
- Capture quotes and comments from sessions and any other necessary information as per funding outcomes.
- Run Fix Your Own Bike sessions and support customers to fix and maintain their bikes.
- Coordinate the ordering of parts, tools and other equipment, kept within budget.

The above list is illustrative, not exhaustive. There will be a requirement to undertake additional duties, consistent with the level of the post.



## Person Specification

### Essential:

- Experience of bike mechanics and the ability to service a fleet of bikes
- Project management skills: the ability to prioritise workloads effectively, meet deadlines and monitor outcomes
- Partnership building with community organisations and delivery partners
- Proven administrative duties
- Experience of mentoring participants
- Track record of supporting and supervising volunteers and session workers
- Excellent report writing and communication skills
- Experience of working with vulnerable adults
- Availability to work on Saturdays and in the evenings on regular bases
- Commitment to CPD and willingness to undertake additional training as and when required

### Desirable:

- Experience of supporting learning opportunities in the community setting
- Experience of carrying out and writing risk assessments

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.

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

Staff Survey Have your say in the quarter and annual anonymous staff surveys.





## How to Apply

Please complete our [online equal opportunities form](#)

And fill in the attached application form and return it to:

Laura.ferguson@bikeforgood.org.uk

stating the position you are applying for in the 'Subject' line.

DEADLINE: Friday, 24th of May 2024

If you require further information or a confidential discussion, please contact us.

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. Please contact us if you need additional support or information to aid your application.

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/>

Bike for Good are a Disability Confident and Real Living Wage Employer.

