

## Job Description – Cycle Mechanic



<b>Responsible to</b>	Cycle Workshop and Retail Coordinator
<b>Salary</b>	In the range £19000-20000 per annum + 6% contribution to pension scheme
<b>Hours of work</b>	37.5 hours per week*, including Saturdays and occasional evenings
<b>Place of work</b>	Kirkcaldy
<b>Contract</b>	Fixed term to 31 <sup>st</sup> March 2022 initially, with possibility of permanent post thereafter
<b>Holiday</b>	33 days, inclusive of public holidays, per annum
<b>Requirements</b>	The post-holder will be subject to a Disclosure Scotland check

\* We will consider requests for part time hours

### Job purpose

Greener Kirkcaldy is a community-led charity and social enterprise, working on a local scale to benefit people and our environment. We run a wide range of projects: tackling climate change and social injustice, and bringing our community together. We have delivered cycling activities, including training and group rides, since 2017.

The Cycle Mechanic will be part of the start-up and development of a new social enterprise – a community bike shop offering bike servicing and repairs, sales of refurbished bikes, and a small range of accessories. You will be part of a small team repairing and servicing bikes, upcycling donated bikes for sale, delivering Dr Bike events on and off site, and delivering basic and advanced bike maintenance workshops. The team will consist of the Cycle Workshop and Retail Coordinator (who will be your line manager) plus volunteers who will assist in activities.

We have secured start-up funding, from the Climate Challenge Fund, which runs until March 2022. Our aim is to develop a thriving social enterprise that can then continue long after the start-up funding ends. The new enterprise is part of a wider project to promote cycling in Kirkcaldy and help people reduce their car use.

## **Specific responsibilities**

- Collect, survey and upcycle donated bikes for sale and ensure sustainable systems for use and repurposing of bike materials.
- Repair and service bikes.
- Carry out retail operations and meet customer needs including helping customers to choose the correct bike and accessories
- Run regular practical activities as described above with a wide range of participants using expert knowledge and standards.
- Work closely with project team to plan workshops and resources required.
- Use professional knowledge to teach and share learning where all participants and volunteers develop skills and knowledge to maintain bikes.
- Ensure all bikes are safe and roadworthy.
- Set up and maintain accurate records of bikes: received, sold, repaired, parts used and number of participants.
- Supervise volunteers who are helping with bike repairs and refurbishment.

## **General responsibilities**

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues in the local area.
- To promote the work of Greener Kirkcaldy when working in the local community.
- To engage with members of the public in a positive and constructive way and ensure their needs are met.
- To provide excellent customer service.
- To communicate effectively with the team.
- To work with team members to achieve goals.
- To work constructively with project partners.
- To report on the success of allocated tasks.
- To comply fully with the organisation ethos, policies and procedures and relevant legislation.
- To attend team meetings as required.
- To undertake other duties in line with the job purpose.