



Job Description

JOB TITLE	Volunteer Bike Technician
RESPONSIBLE TO	Community Tracks Project Co-ordinator
SALARY / GRADE	Unpaid
HOURS	Depending on availability
LOCATION	Port Glasgow Business & Training Centre

Volunteer Role

Supporting our Bike technicians and Project Co-ordinator with the delivery of the Community Tracks Inverclyde programme, our aim is to support and encourage local people to choose sustainable transport measures and encourage healthier lifestyles.

While also supporting the provision of practical activities for local people in relation to bicycle recycling, maintenance and refurbishment.

KEY TASKS

- To help sort, build and refurbish bikes donated to the project - with re-useable parts where possible
- To assist in the day to day running of the bike workshop
- Learn to use existing and future mechanical skills and experience to diagnose faults, assess viability of repairs, while helping to undertake safety checks and refurbishments
- Assist with pop-up bike events within the wider Inverclyde area
- To interact with local people, local businesses and community groups to promote cycling and training opportunities
- Ensure that H&S protocols are followed at all times
- Contribute towards the development of good working practices and external bike events
- Ensure that equipment is stored safely, kept clean and in safe working order.
- Volunteers may be required to undertake other duties and responsibilities not set out in this role description.

PERSON SPECIFICATION

ESSENTIAL KNOWLEDGE / SKILLS / EXPERIENCE

- Confident with a good existing knowledge of bikes, preferably also of working with bikes within a repair / refurbishment environment
- Strong manual skills

- Ability to recognise faulty equipment and to help carry out maintenance
- Experience of working with young people note: a PVG check will be required
- Flexibility in required hours of work
- Ability to use own initiative
- Ability to work as an effective team member.
- Approachability and an ability to engage others

DESIRABLE KNOWLEDGE / SKILLS / EXPERIENCE

- Understanding of how sustainable transport projects and recycling initiatives seek to reduce CO2e emissions, improve carbon literacy and help to create a low carbon future.
- Experience of working on a funded project, understanding funders requirements
- Prior experience of working within a volunteer environment
- Background of working with mechanical parts and tools
- Good manual dexterity

