

Bradford Bikery Volunteer Role Description: Assistant Mechanic Volunteer

We are seeking volunteers who would like to assist members of the public with maintenance of their bicycles during the Bikery's drop in workshop hours and at events as required. Existing knowledge of bike mechanics would be useful for this role however training will be provided and you can expect to learn over time.

The Bikery is a community bike project based in Bradford which refurbishes bikes for sale at affordable prices and provides training courses in bike maintenance as well as a friendly workshop space where people can come and repair their bicycles. The Bikery is a project working in partnership with the Margaret Carey Foundation and Incommunities.

Main point of contact/Reports to: Anthony Thomson, Project Co-ordinator

Commitment: To be agreed but likely to be regular hours for a minimum of one month

Times: To be agreed

Location: Buchan Towers, BD5

Role Description

Main activities/tasks involved in the role:

- Help set up for open workshops
- Set up visitors with bike stands and give them a brief workshop overview
- Assist lifting bikes onto stands when needed
- Encourage people to use gloves and aprons
- Work one-on-one with visitors to diagnose and repair their bikes
- Use hands-off learning approach as far as possible
- Assist session co-ordinator in keeping the workshop tidy throughout
- Assist session co-ordinator in ensuring each bike receives an exit check before it leaves the workshop
- Perform any other workshop tasks as delegated by the session co-ordinator
- Help close up shop (tidying, cleaning, bringing in signage, washing-up)

Role Specification

Experience/ skills needed:

- Essential
 - Bike mechanics skills or willingness to learn
 - Patience and awareness of customer needs and abilities
 - Ability to communicate with staff, other volunteers and the public
 - Friendly and welcoming attitude
 - Ability to remain calm in a busy environment
 - Desire to improve mechanical and teaching skills
- Desirable
 - Good knowledge of bikes, components and tools
 - Ability to think creatively and solve mechanical problems
 - Teaching/facilitation experience

- Ability to work self-directed

Induction

- Health and safety
- Fire safety
- Workshop procedures
- Framework for support and supervision
- Process for re-imbusement of expenses
- Policies: health and safety, safeguarding, data protection, confidentiality, lone working (if appropriate), IT usage

Training opportunities:

- Bike maintenance training course leading to CTC Advanced Maintenance Suite qualification
 - Other training as appropriate can be discussed
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Next steps:

If you are interested in volunteering with Bradford Bikery please contact us by emailing bradfordbikery@gmail.com or by calling Anthony on 07541 093660. We will then ask you to complete a brief registration form to collect a few details about yourself and find out why you would like to volunteer with us.