

## **Bradford Bikery Volunteer Role Description: Bike Refurbishment Volunteer**

We are seeking volunteers who would like to assist with our bike recycling scheme which aims to provide affordable second hand bikes for sale. Key to this is the tune-up and refurbishing of bikes ready for sale. 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:**

- Ensuring each bike is properly labelled and repair work documented
- Performing a maintenance check before beginning any repairs
- Performing repair and tune-up work following the Bikery's bike repair process
- Ensuring each bike has received a safety check
- Ensuring each bike has received a test ride
- Recording all new or second-hand parts used in repairs
- Ensuring bikes are stored in an organised fashion
- Occasionally stripping bikes which cannot be repaired
- Occasionally preparing bikes for our earn-a-bike programme

### **Role Specification**

#### **Experience/ skills needed:**

- Essential
  - Basic knowledge of bikes, components and tools or willingness to learn
  - Ability to judge viability of refurbishing a given bike or willingness to learn
  - Ability to work in a self-directed manner (following training)
- Desirable
  - Knowledge and experience of bike mechanics
  - Commitment to seeing tasks through
  - Experience dealing with seized and corroded components
  - Ability to be thorough

#### **Induction**

- Health and safety

- Fire safety
- Workshop procedures
- Framework for support and supervision
- Process for re-imburement 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](mailto: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.