

## JOB TITLE: Youth Worker/Cycle Mechanic – Cycle Saviours



1. **Hours:** 37.5 hrs a week (Occasional weekends and evenings)
2. **Contract:** Full time permanent
3. **Salary:** £18,525 pa
4. **Responsible to:** Cycle Saviours Enterprise Manager
5. **This post requires an enhanced DBS Certificate**

### 6. Organisational Background and Information:

Cycle Saviours is an exciting social enterprise, staffed by amazing teams of young people outside education and employment. We have a mission to save and renovate unwanted bikes, save the planet and get more people on their bikes. Cycle Saviours is one of a family of social enterprises developed by MK Christian Foundation, a local charity growing people and communities through social enterprise.

You will be experienced in working with young people, a cycling enthusiast with a good level cycle maintenance skills.

**This post requires an enhanced DBS check**

### 7. Purpose

The purpose of this post is to work with and train young people on our pre-apprenticeship programme to be a part of Cycle Saviours enterprise to:

- Source, refurbish and sell unwanted bikes and bike spares and repair and service customer bikes
- Develop community activities that promote access to cycling

### 8. Key Targets

Trainee achievement	Engagement of young people, good work place behaviours, qualification achievement, positive progression
Enterprise success	Achieving income and expenditure targets, embodiment of values, health and safety, customer satisfaction.

### 9. Main Responsibilities

#### a) Effectively engage trainees to work in the Cycle Saviours enterprise

- Teach trainees how to dismantle, rebuild, service and repair cycles
- Welcome and induct new trainees into the operation of the workshop

- Ensure trainees are aware of processes and actions that maintain the highest standards with respect to health and safety
- Establish and support high expectations of work place behaviour
- Provide training in good customer service and ensure that trainees use this at all times
- Support the development of maths and English skills relevant to the enterprise
- Involve trainees in all aspects of running the enterprise including: ordering; budgeting; cashing-up; customer service
- Support and provide information for trainee target setting, monitoring and reviews
- Support the process for ensuring the accreditation of the skills the trainees learn whilst engaged in the enterprise

**b) To assist with refurbishing and selling donated and repair and service customer bikes**

- Refurbish and supervise the refurbishment of bikes
- Sell bikes and bike parts
- Carry out cycle repairs and servicing to a high standard
- Ensure that all work is done to the highest standards and complies with all relevant health and safety requirements
- Ensure excellent customer service

**c) Develop community activities that encourage access to cycling**

- Work with Enterprise Lead and partners to design and deliver activities that promote cycling, health and well-being
- Support the development of activities that encourage cycling amongst people with a range of disabilities
- Support the development of after-school and holiday activities
- Arrange and deliver cycle maintenance courses in the community
- Work with others to establish a Dr Bike service

**d) Process & Procedure**

- Ensure that all paperwork is maintained with respect to safety checks and Health and Safety
- Accurate maintenance of records in respect of purchases, sales and all other financial transactions
- Contribute to trainee appraisals, reporting on targets and progress
- Provide reports as appropriate to external clients, funders and Directors
- Seek customer feedback on the delivery of services
- Provide information as necessary on the progress and attendance of trainees

**10. General Responsibilities**

- Attend staff meetings as required.
- Ensure the Health and Safety and Safeguarding of all clients under responsibility
- Maintain positive, professional relationships with all staff
- Promote equality of opportunity, diversity and inclusion
- Promote trainee learning, including maths and English
- Commitment to environmental issues and reducing waste
- Encourage good relations with the local community
- Effectively represent and promote the Foundation, its vision, values and personality
- Take appropriate responsibility for discipline
- Maintain professional standards of conduct and confidentiality at all times
- Such other tasks as may from time-to-time be requested by the Directors

- Be proactive in identifying opportunities for extending our work

### 11. Person Specification

• Experience of working with young people	E
• Youth work qualification	D
• Cycling enthusiast with good level cycle mechanic skills	E
• Creative and good at problem solving	D
• A passion for cycling and the environment	E
• Qualifications at level 2 or above in English and Maths	D
• Strong team work skills and an ability to work constructively with others	E
• A commitment to the completion of work and to the achievement of targets	E
• Professional, flexible and good at working under pressure	E
• Current clean driving licence and ability to drive small van	E