

**JOB TITLE: Cycle Mechanic –
Cycle Saviours Social Enterprise**



1. **Hours:** 37.5 hrs a week, full time, permanent (Occasional weekends a
2. **Salary:** £20,320 pa
3. **Responsible to:** Cycle Saviours Social Enterprise Manager

4. Organisational Background and Information

Cycle Saviours is one of a family of social enterprises developed by Milton Keynes Christian Foundation, a local charity growing people and communities through social enterprise. The enterprises work to change the world by reducing and utilising waste, growing and cooking healthy food, creating community spaces and energy and supporting families to play and grow together. Our enterprise teams are all supported by young people and volunteers outside education and employment looking for a new way to learn and develop.

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. We are currently building on our success with sales and repairs by expanding our community, education and business engagement activities, encouraging more people to get into cycling.

5. Purpose

The purpose of this post is to work with and train young people on our pre-apprenticeship programme to engage with the Cycle Saviours social enterprise to:

- Source, refurbish and sell bikes and bike spares and repair and service customer bikes
- Develop community activities that promote access to cycling
- Engage young trainees in the work of the enterprise

6. Key Targets

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

7. Main Responsibilities

a) To source, refurbish and sell donated and abandoned cycles and repair and service customer bikes

- Source donated and abandoned cycles 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
- Accurate maintenance of records in respect of purchases, sales and financial transactions

b) Effectively engage trainees to work in the Cycle Saviours enterprise

- Welcome and induct new trainees into the operation of the workshop

Care

Learn

Create

Recycle

Grow

Gather

Feed

Restore

- Ensure trainees are aware of processes and actions that maintain the highest standards with respect to health and safety
- Provide training in the requirements of good customer service and ensure that trainees use this at all times
- Teach trainees how to dismantle, rebuild, service and repair cycles
- 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

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 to all
- 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

8. 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
- Promote embedded and relevant 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
- Be proactive in identifying opportunities for extending our work
- Such other tasks as may from time-to-time be requested by the Director or Executive team

9. Person Specification

• Enterprising, cycling enthusiast with high level cycle mechanic skills	E
• Qualified to at least Cytech Level 2 or equivalent	D
• An ability to, and experience of working with young people	D
• Creative and good at problem solving	D
• A passion for cycling and the environment	E
• Experience of working in a bike shop	D
• 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
• Experience of training others	D
• Current clean driving licence and ability to drive small van	E

This post requires an enhanced DBS check