



Inclusive Cycle Mechanic

Responsible to:	Operations Manager
Hours:	7 (flexible) hours per week
Salary:	£6,000 pa
Number of posts available:	1

Additional hours may be available

Job Purpose

Wheels for Wellbeing is a charity which exists to ensure that disabled and older people can share in the joy and many benefits of cycling. Since 2007, the charity has supported thousands of people of all ages with disabilities and long-term health conditions to cycle in South London. Wheels for Wellbeing provides regular, supported, off-street cycle sessions at Croydon Sports Arena (Croydon), Herne Hill Velodrome (Southwark) and Ladywell Day Centre (Lewisham) with a wide variety of standard and non-standard bikes including bicycles, tricycles, 4-wheeled cycles, recumbent bikes / trikes, two or three wheeled tandems, side by side tandems, hand cycles and many more. Alongside the regular drop-in sessions, we run outreach sessions both at our venues and in the community

The popularity of our drop in and outreach sessions has grown year on year and we are growing a cycle hire scheme so we are looking for a part time Bike Mechanic to maintain our diverse fleet. The cycles are based at the core sessions and our offices in Brixton so there will be some local travelling. The post-holder will work as part of a team and ensure standards are consistent at all our sites.

Principal Responsibilities

- To have responsibility for the maintenance of a large cycle fleet used for Wheels for Wellbeing's drop-in inclusive cycling sessions, rides and cycle hire.
- Carry out all service and repair work in a timely manner and to a high standard ensuring the cycles are correctly maintained and safe.
- Diagnose, prioritise and repair cycles, liaising with Ops Manger and Session Managers
- Liaise with Ops Manger to source parts and deal with suppliers as needed.
- Manage own and others' safety in line with the Health and Safety, Safeguarding and Equal Opportunities policies.
- Ensure high quality of record keeping

Probationary Period

The appointment of every new employee is subject to a probation period of six months. This may be extended if it is felt you have not achieved a satisfactory level of performance but have the potential to do so.

Pension

After completing the probationary period, the post holder will be eligible to join Wheels for Wellbeing's group stakeholder pension scheme, at this point Wheels for Wellbeing will make a 5% employer's contribution.

Annual leave

Annual leave entitlement is 20 days pro rata, in addition to the 8 English Public Holidays



Job Description

- 1. You will oversee and manage cycle repairs across Wheels for Wellbeing's (WfW's) three main session locations and at the head office in Brixton:**
 - Work with the Operations Manager to schedule and prioritise repairs
 - Ensure operational policies and procedures, objectives and targets are adhered to. Work with Operations Manager to review, develop and update them as necessary
 - Ensure repairs are responsive to the needs of your customers (in partnership with our Session Managers and Hire Coordinator) and follow up on issues
 - In the event of a safety incident, manage the situation in line with WfW policies and procedures including investigating and reporting of incidents
 - Be aware of and sensitive to participant safety if working during inclusive cycle sessions.
 - Work with the Operations Manager to ensure that the workshops are adequately resourced
 - Liaise effectively with suppliers and partner organisations to uphold our standards

- 2. Administration:**
 - Update and monitor the fleet management portal
 - Ensure issues are raised with the Operations Manager
 - Ensure timely communication with the Operations Manager, Session Managers and Senior Administrator.

- 3. Other:**
 - Being proactive in keeping up to date with developments affecting the role
 - Abiding by and promoting organisational policies and practices, and WfW's values
 - Supporting diversity and equality of opportunity in the workplace

This job description is not exhaustive, but assists the post holder to understand their main duties. It may be amended from time to time without change to the levels of responsibility appropriate to the grade of the post and in discussion with the post holder.

Person Specification

QUALIFICATIONS AND TRAINING	Essential	Desirable
Will have Minimum qualification. Cytech Level 2 OR City & Guilds Level 2.	✓	
KNOWLEDGE AND EXPERIENCE	Essential	Desirable
A minimum 3 years professional Bike Mechanic experience and previous experience of repairing inclusive cycles e.g. tricycles, wheelchair bikes, recumbent trikes, side-by-side tandems.	✓	
Familiar with hydraulic braking systems and electrical assist technologies, hub gears and differential drives.		✓
A competent, experienced and regular cyclist	✓	
Have a working knowledge of inclusive cycling		✓
SKILLS:	Essential	Desirable
Excellent communication and interpersonal skills (able to be professional at all times, to relate easily to a wide variety of people, respecting of everyone's differences).	✓	
An organised and efficient person, with excellent attention to detail	✓	
Proven and efficient planning and organisational skills	✓	
Initiative and problem-solving skills	✓	
IT literate	✓	
Excellent timekeeping and reliability	✓	
An individual who can work well independently with minimal supervision and as part of a team, can take initiative and juggle priorities	✓	
ATTITUDES AND BEHAVIOURS	Essential	Desirable
Willingness to work across various locations in South East London within a fixed hours contract, across variable days of the week.	✓	
An ability to work flexibly according to the needs of the organisation including attending occasional events outside office hours if required	✓	
A positive, energetic and enthusiastic outlook with a can-do approach	✓	
Work in a professional manner and friendly disposition	✓	
A commitment to working to empower and further the rights of disabled people and to working within the Social Model of Disability	✓	
A passion for cycling (preference will be given to those actively involved in cycling, although for exceptional candidates, other sports and recreation backgrounds will be considered)	✓	
An ability to relate positively to people of different cultures, backgrounds and experiences	✓	
Totally committed to the principles of user-led organisations	✓	

Friendly, approachable & helpful to anyone requiring information, to volunteers, colleagues, etc. ✓

Respectful of others and with a total belief in the equal value of people, regardless of race, religion, culture, gender, age, disability or sexuality ✓
