

Job Description

TITLE: OUTREACH BICYCLE MECHANIC	DATE PREPARED: 5/07/18
SALARY: £18 307 PER ANNUM (37.5 HOURS PER WEEK) - £9.39/HOUR LENGTH OF CONTRACT: PERMANENT	LOCATION EDINBURGH
HOURS WORKED: FULL TIME 37.5 HOURS PER WEEK OR PART TIME	REPORTS TO: TEAM COORDINATOR
Job Purpose: Your first responsibility will be to assist with the setup and operations of Edinburgh first Bicycle Hire Scheme. You will also be asked to assist with the development of other Bike for Good services and delivery of our other charitable activities as our Edinburgh branch grows.	
Principal Accountabilities: <ul style="list-style-type: none">● Carry out all repairs in our workshop space and ensure all bikes are maintained to a high standard● Ensure that Health and Safety regulations are adhered to at all times● Move bikes between hire stations and the workshop by van and maintain an even distribution of bikes across all stations, ensuring that each station is well stocked as required● Undertake optical and functional checks of hire stations and bikes● Ensure that all customers receive an excellent level of customer service.● All bikes and repairs must be completed to the correct specification● The above list is illustrative, not exhaustive. There will be a requirement to undertake additional duties such as bicycle servicing and repair services, fleet servicing, bicycle refurbishing and Dr Bike services. <p>There may be a requirement to undertake additional duties, especially help with setting up and growing the organisation.</p>	
Person Specification: Essential <ul style="list-style-type: none">● Excellent team worker and ability to form good interpersonal relationships● Full Clean Driving License● Flexible, self-starter with good organisation and communication skills -● Excellent time keeping and task management skills. High level of organisation● Ability to deliver great customer service and keeping quality standards -	

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Desirable

- Comfortable with smartphones and apps
- Experience driving vans and other commercial vehicles
- Ideally have at least two years' professional experience as a bike mechanic or equivalent qualification

Special Features

- Working unsocial hours until the projects settles in, if required