

## Introduction from Gregory Kinsman-Chauvet, Founder and Cycling Enthusiast Officer (CEO)

It is an extremely exciting time to join Bike for Good as it is planning to take its award-winning programmes on a national level.

We've launched Scotland's first bike mechanic traineeship starting for women and non binary only. As well as our fantastic New Scots project offering skills, training, and cycling activities to over 80 asylum seekers and refugees.

In addition, we've piloted the world's first impact led bicycle subscription scheme. A real opportunity to develop this circular economy model in collaboration with other organisations. And a lot more you can find out [here](#).

Bike for Good is the go-to community cycling organisation in Glasgow, and one of the largest ones in the UK. We're ready to develop our most innovative solutions to the Scottish (UCI 2023, Cop26) and the UK national level!

With the upswing in interest in cycling and the cycle industry boom, we have a fantastic opportunity for our social enterprise to grow its profit to deliver more social impact outcomes, whether as a customer or a beneficiary user. Exciting times!

*"You do not need to be a cyclist to ride a bike"*

Peter Walker, Bike Nation

We look forward to meeting candidates who are up for the unique and important challenge to take Bike for Good forward at what is an exciting time for the organisation and the cycling community in the UK.



## About Us

Bike For Good is a cycling charity based in Scotland, **our mission is:**

*We enable people to ride a bike. We believe that cycling is the most effective and sustainable form of transport; we believe it enhances our chances for a healthy life and environment.*

Founded in 2010, Bike For Good sell and service refurbished bikes, run maintenance classes, provide cycle training, and deliver community projects; changing lives for the better through cycling. Bike For Good welcomes any and all new or existing cyclists to engage with their cycling community hubs. Beneficiaries include bike lovers, curious commuters, those with physical and mental health conditions, young people, refugees and asylum seekers, and those who have never cycled before in their lives.

Funding of the organisation comes from the sale of refurbished bikes, and through grants and external funding aimed at tackling environmental, inclusion and health issues (impact).

The Bike For Good team is made up of cycling enthusiasts including professional bike mechanics, and a dedicated outreach team to deliver community projects.

You can view our social impact report here: <https://view.genial.ly/5ee89267e2e75a0d8bce2fe5/dossier-reporting-bike-for-good-social-impact-report-2021>

More information: <https://www.bikeforgood.org.uk/>



## Vision

*“A healthy and inclusive environment where everyone in the community benefits from more people cycling”*

## Mission

*“We enable people to ride a bike. We believe that cycling is the most effective and sustainable form of transport; we believe it enhances our chances for a healthy life and environment.”*

## Values

### Passionate

We are passionate about cycling as a tool for positive change

### Supportive

We work at the heart of communities, empowering people and building partnerships. To make this happen, we nurture a collaborative work environment.

### Expertise

We continuously develop our skills and share them with our volunteers and staff, and throughout the community.

### Environmentally aware

We protect and preserve the environment for the benefit of all.

## Strategic Themes

People - Invest in our teams (volunteer and staff)

Finance - Establish a financially robust Social Enterprise

Users and customers - Deliver outstanding service

Impact - Embed better ways to monitor and report

## Job Description

### Job Title - Coordinator, Skills & Development

**Salary** - Grade 3 Band 1 (£24,632.98 gross per annum) £19706.38 pro rata

**Location** Glasgow West Hub - Haugh Road, Glasgow (however, there maybe a need to be at our South Hub at Victoria Road, Glasgow also)

**Contract** Temporary - 31 March 2023, 30 hours per week (worked flexibly over the week and we are open to number of days and hours worked each day)

### Purpose

As a Bike for Good work colleague, you will be part of our vision for a healthy and inclusive environment where everyone in the community benefits from more people cycling.

Responsible for the coordination and delivery of a variety of programmes to our users and to improve bicycle usage in the community.

Central to the role is the successful setup and ongoing coordination of community partners, staff, volunteers and service users. The position also involves the planning and delivery of high standard cycling activities to (vulnerable) service users.

### Reporting Line

The Coordinator reports to the Department Lead.

## Key Responsibilities

- Setup and coordination of a range cycling activities (i.e group cycle rides, cycle taster sessions, maintenance sessions, etc)
- Delivery of the above session types with a focus on safety and inclusivity.
- Engage and liaise with new community partners
- Support the Department Lead to process all financial claims and reports to funders and partners.
- Maintain effective partnerships with key stakeholders such as community organisations and local authorities
- Support and supervision of volunteers and session workers during the delivery of activities
- Ensure outputs and outcomes are recorded for each stakeholder and reported on time and in the correct format.
- Assist the Department Lead with the budget and the trackers. This includes processing invoices via the accounting system, Xero.
- Directly support Practitioners with the creation and organisation of all events. Support delivering company wide events when required. This includes delivering activities and sessions)
- Support the Department Manager with the ongoing development of evaluation models. Ensure all data is recorded in line with funder commitments.
- Ensure that all session data is recorded in the correct format using output tracker or CRM
- Actively acquire case studies including inspiring stories that represent theme impacts. Capture quotes and comments from sessions and any other necessary info as per funding outcomes.
- Coordinate the ordering of parts, tools and other equipment, kept within budget.
- Work directly with the Support team to provide content & ideas for funding proposals for funding applications relevant to the theme. Contribute, read and comment on funding applications during the writing process.
- Coordinate and support volunteers to take part in sessions to expand their knowledge and skills.
- Experienced Cycle Trainer and Cycle Rider
- Experience of bike mechanics and the ability to service a fleet of bikes
- Experience of designing cycling activities in a community setting
- Experience of carrying out and writing risk assessments
- The above list is illustrative, not exhaustive. There will be required to undertake additional duties, consistent with the level of the post.

## Person Specification

- Excellent organisation and time management skills
- Project management skills: ability to prioritise workloads effectively, meet deadlines and monitor outcomes
- Partnership building with community organisations and delivery partners
- Proven administrative duties
- Mentor to users
- Track record of supporting and supervising volunteers and session workers
- Excellent report writing and communication skills
- The ability to work as part of a team
- The ability to work independently within a self managed team
- Experience of working with vulnerable adults

The Job Description is current at the date of issue, however, is subject to updates and changes throughout the recruitment process and beyond.



## Bike for Good Benefits, Reward and Recognition Provisions.

Lifestyle	
Pension Scheme	Eligible employees are automatically enrolled in the Bike for Good Pension scheme operated by Nest within three months from their start date. At present Bike for Good contributes 3% with employees contributing 5% (less tax relief)
Stress Counselling Helpline	Confidential service provided by a team of Counsellors who are qualified and experienced in assessing work related problems.
Annual Holiday	37 days per leave (pro rata for part time staff)
Enhanced Sick and absence pay	Company paid sickness absence in accordance with the Absence from Work Policy.
Enhanced Jury Service	Full salary paid during Jury service minus deductions for expenses received from the court.
Bike Purchase / Cycle to Work Scheme	
Staff Discounts on Cycling Goods and Services	
Flexible working Practices	
Long service recognition - 5, 10 and 20 years	

Other	
Staff Survey	Have your say in the quarter and annual anonymous staff surveys.
Training & Development	Opportunities to gain skills and receive formal training, participate in working groups (such as Diversity and Inclusion) and undertake CPD.

## How to Apply

**Please complete our online equal opportunities form and application form and return to:**

[bobbie.ollerenshaw@bikeforgood.org.uk](mailto:bobbie.ollerenshaw@bikeforgood.org.uk)

If you require further information or a confidential discussion, please contact Karen on the email address above.

Bike for Good is committed to ensuring that people under-represented in cycling are supported and encouraged at every step in their cycling journey. To achieve this, we want to build an inclusive and representative community, both within our organisation and in the communities we work. As an organisation we are committed to attracting, developing and retaining the best people for Bike for Good and the communities we serve. Everyone will be respected and valued for their contributions.

We encourage people that identify with a marginalised background to apply for our roles, however all applications are welcome and will be treated fairly and equally. If you need additional support or information to aid your application, please contact our HR Manager [Karen@bikeforgood.org.uk](mailto:Karen@bikeforgood.org.uk).

You can read more about our work to increase diversity and inclusion in cycling here on our website: <https://www.bikeforgood.org.uk/about-us/equality-diversity-and-inclusion/>



Bike for Good are a Disability Confident and Real Living Wage Employer.

