

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

It is an inspiring time to join Bike for Good as it plans to take its award-winning programmes to a national level.

We've launched Scotland's first bike mechanic traineeship for women and non-binary and became Scotland's first [Cytech](#) training centre. 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 Glasgow's go-to community cycling organisation and one of the largest ones in the UK. We're ready to develop our most innovative solutions for the Scottish (UCI 2023, Cop26) and the UK national level!

With the upswing in interest in cycling and the growth of the cycle industry, 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 sells and services refurbished bikes runs maintenance classes, provides cycle training, and delivers community programmes, changing lives for the better through cycling. Bike For Good welcomes 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.

The organisation's funding comes from the sale, donations and grants.

The Bike For Good team comprises cycling enthusiasts, professional bike mechanics, and a dedicated delivery team working with various community centres.

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 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 - Fundraising Manager

Salary - Grade 5 Band 1 £35,931 to £40,174 per annum - Salary on appointment is at the start of the pay band

Location Glasgow area / hybrid

Contract Permanent - 37.5 hours per week (part-time will also be considered)

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.

The Fundraiser Manager role is responsible for implementing fundraising and donations strategy to help us achieve the income we need to change people's lives through cycling.

Primarily, you'll take responsibility for securing medium to large-sized-grants. As well as writing high-quality, comprehensive and persuasive funding applications. You are goal-oriented and successfully engage with and oversee fundraising and donation activities to achieve our Income generation strategic goals.

This is an evolving role, so the primary responsibilities may be updated as the role develops.

Reporting Line

The Fundrasing Manager will report to the CEO.

Key Responsibilities

- Secure grant and donations income to support our organisation's strategic objectives
- Prepare and submit funding applications to government, trusts and foundations.
- Manage, achieve, and provide budget feedback, accurately monitoring and reporting on income
- Work with our Finance and Leadership Team to produce accurate project budgets, financial forecasts, and a risk assessment of our funding pipeline against targets
- Build relationships with key stakeholders such as supporters and funders.
- Manage donors database
- Explore opportunities and grow income from fundraising initiatives such as events, community fundraising, crowdfunding, and legacy.
- Maximise corporate support through event sponsorship, challenge activities and campaign partnership.
- Identify all suitable opportunities and develop a multi-year funding pipeline.
- Establish and maintain good relationships with funders, providing timely and informative progress reports meeting their specified requirements.
- Keep updated with local government legislation, charity law, and national to ensure all fundraising activities comply.
- Apply for Awards
- To undertake all other reasonable duties as required by the organisation.

Any other relevant activity as required.

Person Specification

Knowledge & Experience

- Managing relationships with funders and/or key stakeholders
- Previous experiences within other areas of fundraising, such as events and community fundraising, crowdfunding, legacy fundraising, and corporate sponsorship
- Good knowledge of fundraising best practices and confidentiality and data protection

Skills

- Excellent written and verbal communication skills with the ability to write persuasively and engagingly.
- Numerically literate with an ability to prepare and present accurate budgets.
- Ability to absorb, understand and extract relevant information from large volumes of written texts and financial data.
- Great attention to detail and quality control accuracy
- Strong self-management skills: Time management, self-motivation, stress management, adaptability, decision-making, goal-oriented, self-awareness, and eagerness to learn.
- A strong team player and the ability to work independently
- Flexible and resilient, able to collaborate and contribute to the team effort
- Results-driven with a strategic planning mindset

Other desirable skills

- Qualified to degree level or with a relevant recognised qualification
- Experience in marketing, sales, PR or communication
- Experience creating digital content and events organisation.
- Experience in the charity sector
- Track records and successfully secure over £100k in funding from government grants, trusts and foundations
- Comfortable using Google Workspace
- A passion for cycling

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.

Pension Scheme	Eligible employees are automatically enrolled in Nest's Bike for Good Pension scheme 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 is 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	<input checked="" type="checkbox"/>
Long service recognition - 5, 10 and 20 years	<input checked="" type="checkbox"/>

Staff Survey Have your say in the quarter and annual anonymous staff surveys.

How to Apply

Please complete our [online equal opportunities form](#)

Send your CV **or** the attached application form to:

bobbie.ollerenshaw@bikeforgood.org.uk.

DEADLINE: Friday 28th of July 2023 6pm

If you require further information or a confidential discussion, please contact us.

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.

Please contact us for additional support or information to aid your application.

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.

