

## **Team Building Event Instructors | Freelance**

**Purpose:** Delivery of Team Building sessions  
**Reporting to:** Co-CEO and Coordinator

### **Delivery Locations**

Bikeworks is based in the Queen Elizabeth Olympic Park, London E20 and our Team Building Events operate nationwide, with teams travelling around the country. The majority take place in London and the surrounding area.

### **The Role**

This is a fun and unique job. The role is incredibly rewarding and definitely **not** boring.

Every event is different, working with corporate clients and others to deliver a fun and engaging activities with a ton of social and environmental impact.

From small groups of 20 up to large groups of 200, with our biggest event was for 400.

Every event provides Bikeworks as a social enterprise with generated funds that we put back into achieving our mission. In addition to this, the cycles built during each event are donated to the community using our partnership network, providing access to cycling to people who would be less likely to.

### **Salary and Conditions:**

This is a freelance role paid per hour.

### **Activity Descriptions:**

See separate information sheets providing detail on the type of delivery.

### **Key Responsibilities of the Role:**

- The setting up and packing down of activity equipment at the venue.
- Participating in the briefings for each event.
- Assisting with group management, e.g., getting groups to session activity on time, answering queries.
- Providing clear instructions on each activity, keeping time and supporting the creation of a great atmosphere.
- Managing the people dynamics of each group to ensure everyone has an enjoyable time.
- Observing and motivating teams on certain activities, leading groups on others.
- Maintaining activity equipment to a high standard of cleanliness.
- Delivering ice breaker/ re-energisers if required.

- Understanding the event, who the client is and their expectations.
- Understanding the impact made by Bikeworks, e.g., bikes are donated to childcare settings and into the community to support our mission.
- Loading, unloading, and re-stocking activity equipment.
- Being a champion of Bikeworks, representing the values and overall mission of the social enterprise.
- Working flexibly and undertaking any other duties reasonably required by Bikeworks.

### **Essential Skills and Experience**

- Be enthusiastic about cycling, for physical fitness, wellbeing and travel.
- Personable, demonstrating energy and enthusiasm and positive mindset
- Naturally confident
- A team player who has the flexibility to adapt to different and changing situations.
- Excellent interpersonal skills
- Time management skills
- Problem solving ability

### **Additional Information**

This role requires travelling to venues across the U.K and may involve overnight stays at hotels provided for by Bikeworks. Some Instructors travel in the Bikeworks vans while others make their own way and meet the rest of the team there – please feel free to chat to us about what would work for you.

This role **does not** involve weekend work, although on rare occasions you may be asked to leave on a Sunday night if doing overnights.