

## Cycle Mechanic Role | Freelance

### **Delivery Locations:**

Bikeworks delivers the majority of its activities across London and the surrounding areas, including Cambridge, delivered across a variety of settings.

Dr Bike - these take place at businesses, in the community, universities and public places.

Build-a-Bike - delivered at educational, community and youth club settings.

Non-accredited and Accredited Courses - delivered at Bikeworks' east and west London training centres or a community location.

Cycle Fleet Maintenance - Bikeworks requires on an ad-hoc basis cycle mechanics to provide fleet maintenance for our exciting range of cycles. This includes the building of children's and adult cycles for donation to community groups.

### **Salary and Conditions:**

This is a freelance role paid at an hourly rate.

### **Activity Descriptions:**

Please see the descriptions below for:

- Dr Bike
- Build-a-Bike
- Cycle Maintenance Non-Accredited
- Cycle Mechanics City & Guilds
- Ad-hoc, Fleet Maintenance and Bike Building.

### **Dr Bike Pop-Up**

Delivered at workplaces, in the community, universities and public places.

Employees or members of the public turn up to advertised sessions with their cycles for advice and handy tips.

Your role is to:

- Set up Dr Bike stall with work-stand and appropriate tools and parts
- Liaise with partners on the day of the event.
- Represent Bikeworks using a friendly, inclusive and professional manner
- Perform basic maintenance and health checks on cycles at workplaces, community venues, schools, and public events
- Identify simple faults that are fixed on the spot
- Explain to the owner of the cycle what you are doing and why
- Record details of action taken on each cycle using Bikeworks system and procedure



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- Provide awareness on more serious issues and signpost to the nearest cycle repair shop.
- Take reasonable care for the health & safety of riders in accordance with legislation & guidelines.
- Be aware of and follow Bikeworks policies and procedures.
- Any other duties as reasonably requested by the Project Manager and Business Operations Manager.

**Times:**

- Weekdays and weekends
- Dr Bike sessions are typically 4-hours but may vary.

**Cycle Mechanics Tutor City & Guilds Accredited**

Bikeworks delivers Level 1 and Level 2 City & Guilds accredited courses. These are delivered at Bikeworks' east and west London training centres or a community location.

Tutors are required to have a Level 3 Award in Training and Education (formerly known as PTTL) to deliver.

**Course Descriptions:**

- Level 1 City & Guilds Mechanics Courses. An accredited introduction or beginners course. For anyone wanting to gain confidence in maintaining a cycle and starting to build the skills required.
- Level 2 City & Guilds Mechanics Course. A more intensive accredited course, providing participants with a cycle mechanic qualification upon completion.

**Your role is to:**

- Deliver to a great quality the teaching of the City & Guilds courses.
- Provide a warm welcome to all.
- Deliver to a range of different learners. Being inclusive in how you approach the sharing of knowledge
- Follow the curriculum and adhere to the accreditation standards of City & Guilds Awarding Body
- In line with the City & Guilds curriculum, assess the modules completed by the learners and the knowledge gained
- Complete the required administrative tasks to time
- Maintain high standards of health and safety for learners.
- Plan and coordinate course dates for the year ahead with the Bikeworks Team.
- Work closely with the Bikeworks Team, communicating any issues, providing an update on the delivery of each course.



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- Ensure the workshop is kept in good order, updating the Bikeworks Team on parts and accessories required.

### **Cycle Maintenance Skills Tutor Non-Accredited**

Bikeworks delivers Beginners and Intermediate Cycle Maintenance Skills sessions. Delivered at Bikeworks' east and west London training centres or a community location. Sessions cover what you need to know for looking after your own bike, building the confidence and skills required. Participants might progress onto an accredited course.

Your role is to:

- Deliver Bikeworks' Beginner and Intermediate Cycle Maintenance Skills sessions
- Provide a warm welcome to all.
- Deliver to a range of different learners. Being inclusive in how you approach the sharing of knowledge
- Engage participants with differing knowledge and confidence, adapting the training to meet their needs and the overall needs of the group.
- Complete the required administrative tasks to time
- Maintain high standards of health and safety for learners.
- Plan and coordinate course dates for the year ahead with the Bikeworks Team.
- Work closely with the Bikeworks Team, communicating any issues, providing an update on the delivery of each course.
- Ensure the workshop is kept in good order, updating the Bikeworks Team on parts and accessories required.

### **Cycle Workshop Mechanic**

Bikeworks uses the cycle as a tool for good. We deliver an exciting range of activities using an incredible fleet of standard and adapted cycles. Check out Bikeworks website to see all that we do.

Bikeworks' fleet of cycles get a lot of use from the community and general public. Bikeworks' Fleet Manager oversees a busy and competing schedule.

Cycle Mechanics are needed on an ad-hoc basis throughout the year to provide additional fleet maintenance and also for the building of children's and adult cycles. These cycles are donated from Bikeworks' Team Building Events and gifted to community groups and people less likely to access cycling.

**Your role is:**

- Service booked preventative cycle maintenance or emergency repair work logged by the team.



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- Speak with the Fleet Manager and wider team about the repairs and maintenance completed.
- Adhere to the fleet maintenance schedule and process in place.
- Diagnose, fix faults and make adjustments. Seeking advice where the repair is too complex or may compromise any factory warranties.
- Build children and adult cycles to a set standard of quality, being time oriented when doing so.
- Report any issues, for example damaged goods.
- Update the accessories and equipment stock list.
- Work in a collaborative and professional way with colleagues.
- Take reasonable care for the health & safety of the public in accordance with legislation & guidelines.
- Be aware of and follow Bikeworks policies and procedures.

### **For all roles**

#### **Skills, qualifications, and experience**

- Cytech or similar qualification
- Excellent mechanical skills
- Knowledgeable about different cycles
- Experience in a customer facing role
- Ability to stay calm under pressure and work quickly
- Self-motivation and confident working independently
- Punctual, reliable, and professional
- Good listening and communication skills
- Computer literate
- Good knowledge of health and safety and managing a safe environment

#### **Other details - equipment**

- All tools are provided when working at the Workshop or Training Centre.
- You must bring your own tools for Dr Bike sessions.
- You will be provided with a Bikeworks t-shirt, hooded top, cap and high vis vest.

#### **Other details**

- Thorough risk assessments of all our activities are in place
- Due to the nature of our work with the public, with vulnerable people and in school and workplace environments, we require an up-to-date DBS check.

#### **Training Opportunities**

- As a member of Bikeworks Freelancer Team you will be entitled to discounts on our City & Guilds courses and are encouraged to take part in other CPD activities.



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- As a team there is the opportunity to learn from each other, all of our mechanics have their own areas of expertise and passion.

#### **Invoicing**

- You will be required to invoice us at the end of each month. If you need support with this, please ask the Project Manager or Coordinator.

#### **Interview Process**

- Before you can work for Bikeworks, you will need to pass a practical cycle mechanic assessment.