



European Union
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Social Fund



**Active
Lancashire**
SPORT / HEALTH / INSPIRE

Role profile

Bike Mechanic



Role profile



Post Bike Mechanic	Reporting to Relationship Manager
Salary SPC 13	Contract Fixed Term until December 2023. 2 days a week
Location Active Cycles Shop, Accrington Arndale	Benefits Flexible working hours; access to Company Pension Scheme; 33 days holiday (FTE) inclusive of Bank Holidays plus additional discretionary Christmas Leave and Wellbeing Day; regular wellbeing activities, wellbeing hour and team development activities; A commitment to your professional development

About Active Lancashire

Founded in 2000, Active Lancashire is the strategic lead for sport and physical activity in Lancashire. We are one of 43 Sport England led [Active Partnerships](#) that drive a sports and physically active delivery system across the country. Our role means that we engage partners, empower communities and enable individuals across the county so that they can reap the benefits of a more physically-active lifestyle.

Together with our partners, we achieve this by leading, facilitating and delivering [life-changing projects](#) and services across the county that tackle inequalities, transform communities and help people lead happier and more prosperous lives.

By joining our organisation, you will gain a better understanding of local communities and the issues they face, and how our partnership work tackles those issues. Your work will have a direct impact on our communities and bring positive change into people's lives.

Our strategy - A Decade of Movement

In 2021, we launched our new strategy, marking an important moment in our history and an exciting moment for the future of Lancashire. 'A Decade of Movement' is based on the belief that every individual deserves to live an enjoyable and active lifestyle.

The links between increased levels of physical activity and improved health are well known and by getting more active, we know that individuals across the county can transform their lives. Our new strategy highlights that through our partner work and the delivery of our projects and services, we can use the power of physical activity to improve employment rates, decrease levels of deprivation and improve overall health in Lancashire.

We want to see a future where every person has access to, and benefits from a physically-active lifestyle. To learn more, we invite you to watch our strategy [video](#), or alternatively, you can download the summary document [here](#).



Our values

Through living our values, we shape our own culture and influence those around us.

We believe in our values and will apply them every day in everything that we do from delivering our projects and services to our participants, engaging with our partners and stakeholders and working together as a team.

If you are applying for a job with Active Lancashire, you will be asked to demonstrate some of the Active Lancashire values and how they would apply in your everyday work. **You may want to think about work experience or volunteering you have done or experiences from your personal life such as helping friends or family.**

Working Together



We drive partnerships and work collaboratively

Everyone counts



We value, respect and appreciate every voice

Forward Thinking



We are innovative, bold and strive to improve

Influencing change



Inspire others to change behaviours and improve lives

Passion



We are passionate about what we do and care how we do it

People first



People are at heart of everything we do

The role

The Bike Mechanic will be part of the start-up and development of our community bike shop offering bike servicing and repairs, sales of refurbished bikes, and a small range of accessories. You will be repairing and servicing bikes, upcycling donated bikes for sale. Contributing expert advice for future sustainability and development of this project.

Responsibilities

Specific responsibilities

- survey and upcycle donated bikes ready for sale
- Repair and service bikes.
- Support retail operations where possible and meet customer needs including helping customers to choose the correct bike and accessories
- Use professional knowledge to share learning where all participants and volunteers develop skills and knowledge to maintain bikes.
- Ensure all bikes are safe and legally roadworthy.
- Alongside the PSO maintain accurate records of bikes: received, sold, repaired, parts used and number of participants.
- Supervise volunteers who are helping with bike repairs and refurbishment
 - Support Active Lancashire to develop a business plan for Active Cycles

General responsibilities

- To promote the work of Active Lancashire when working in the local community.
- To engage with members of the public in a positive and constructive way and ensure their needs are met.
- To provide excellent customer service.
- To communicate effectively with the team
- To work with team members to achieve goals.
- To work constructively with project partners.
- To report on the success of allocated tasks.
- To comply fully with the organisation ethos, policies and procedures and relevant legislation.
- To attend team meetings as required.
- To undertake other duties in line with the job purpose.

Person specification

Applicants will be expected to demonstrate these experience, skills, abilities and attributes.

Selection criteria	Requirement
Qualifications and training	
<ul style="list-style-type: none"> CITECH Level 2 or equivalent 	E
Experience	
Experience of assessing & repairing recycled bikes - ensuring they are legally road worthy	E
Experience of developing a sustainable bike recycle project	E
Experience of working in a community bike shop environment	E
Experience of the bike / cycling industry	E
Experience of business development	E
Skills, knowledge and attributes	
Adept organisational and interpersonal skills.	E
Able to work as part of a team.	E
Ability to meet agreed personal and team targets and deadlines.	E
Excellent communication skills	E
Valid driving licence /access to effective means of transport.	D
Ability to work a flexible working week	D
Ability to keep up to date records on sales/stock	E
Able to give expert advise to partners/customers around bike choice	E
Able to support volunteers involved in the project	E

Location

Accrington, Lancashire.

Application process

To apply, please submit a CV and cover letter (of not more than one page), explaining clearly why you are interested in the role and suited to it (based on the person specification), to jobs@activelancashire.org.uk or apply via the website at www.activelancashire.org.uk.

If you would like an informal discussion about the role, please contact Michelle Grimes , mgrimes@activelancashire.org.uk or call 07869 812677

In addition, please provide the following information:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application or the selection process.

For information on how Active Lancashire processes your data, go to [Privacy Policy | Active Lancashire](#)

Closing date

7th February

First stage interviews

21st February

All successful candidates will have been contacted by 8th February. If you have not heard from us by this date, please assume your application has been unsuccessful.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; whether they are married or are in a civil partnership; whether they are disabled; whether they have undergone, are undergoing or intend to undergo gender reassignment. We strive to ensure that our staff represent people from all backgrounds; this is not only the right thing to do but will ensure that we can achieve the best results for the communities that our organisation serves.

