



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Bike mechanics trainer</b>
<b>Responsible to:</b>	<b>Directors</b>
<b>Responsible for:</b>	<b>Workshop learners and volunteers</b>
<b>Operational Area:</b>	<b>Witney</b>
<b>Location:</b>	<b>152B Corn Street, Witney, OX28 6BY</b>
<b>Date:</b>	<b>November 2019</b>

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### **JOB SUMMARY**

Windrush Bike Project is a not-for-profit community project based in Witney, West Oxfordshire. We operate a community workshop providing training in bike mechanics for children in secondary school and adult learners. We also sell refurbished bikes, provide a bike repair service, and run outreach events to encourage people to travel by bike.

### **Main Duties**

To prepare, plan, deliver and evaluate bike mechanic courses for young and adult learners. You must be a competent bike mechanic, with excellent communication skills and the ability to deliver high quality training to people who are vulnerable and may have additional needs.

Specific requirements of the role include the following.

- To deliver practical, engaging and informative training sessions in small groups (up to 6 maximum), according to our agreed schemes of work.
- To be responsible for maintaining health and safety during mechanic training sessions.
- To fully comply with our safeguarding and prevent policy at all times
- You must be able to work without direct supervision and be well organised.
- You must maintain confidentiality around vulnerable clients and adjust teaching styles to their needs.
- You will be required to complete course paperwork including attendance registers, course reports and results.
- You will need to be flexible and enjoy working as part of a team.
- You will need to be reliable and punctual

## **ADDITIONAL RESPONSIBILITIES**

- Adhere to all the policies and procedures of the Windrush Bike Project
- Commit to Continual Professional Development and undertake any training and development deemed necessary to fulfil criteria of post.
- Any other duties commensurate with the level of the post.

## **TERMS AND CONDITIONS**

<b>Rate of Pay:</b>	Depending on experience
<b>Contract:</b>	Working on a self-employed basis on an initial 6 month contract
<b>Hours of work:</b>	14 hours per week over 2 days
<b>DBS Pre-Employment Check</b>	This post will be subject to an enhanced DBS check.