

## BIKE PROJECT SURREY

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# Volunteer role: Bike Project Surrey - Volunteer Mechanic Role Description

## Responsible to:

Project Coordinator and ultimately to Surrey Lifelong Learning Partnership (SLLP) CEO

## Location:

Guildford Workshop (Woking Road), Guildford Shop (Southway), Walton Workshop (Walton Youth Centre)

## Updated:

October 2020 by Jonathan Dobson

## General description:

- The 'Volunteer Mechanic' will be able to work on, refurbish and service bikes in Bike Project Surrey Workshops.
- The role will be supported and managed by the 'Volunteer Supervising Mechanic', 'Workshop Supervisor' and/or 'Project Coordinator' in turn to support the development and continuity of service and the offer to the community and our customers.
- The 'Volunteer Mechanic' will support and ensure the organised and efficient running of the Bike Project Surrey with tasks and procedures agreed among the team of volunteers and 'Workshop Supervisor' and/or 'Project Coordinator'.
- The role will promote and role model the inclusive aims and culture at Bike Project Surrey.

## Role description – what you will do:

### Tasks that will normally be part of being a Volunteer Mechanic:

- Committing to attend frequent and regular day/days agreed with Project Coordinator.
- Share your interest and skills in bikes and bike maintenance.
- Be interested in, represent and be an advocate for the aims, vision and mission of Bike Project Surrey – primarily promoting the welcoming and inclusive culture around a shared interest in bikes.
- Behave in accordance with all policies of Bike Project Surrey (part of Surrey Lifelong Learning Partnership (SLLP)).
- Welcome and help customers face-to-face in the workshop and on Bike Project Surrey sites.
- Report any health and safety incidents to the Workshop Supervisor, Project Coordinator and/or the CEO – without unnecessary delay face-to-face or using the Emergency Contact List and SLLP Health and Safety policy.
- Be interested in and communicate positively with the different groups of people who come to and give their time to Bike Project Surrey so that they feel included – in particular other Volunteer

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Mechanics, students who attend our Alternative Provision (referred to us by local schools and Children's Services) and Adult Placements (disabled adults referred to us by Surrey Choices and Adult Services).

- Role modelling and exemplify positive happy behaviour around vulnerable groups who use Bike Project Surrey – including children/students and disabled adults referred to Bike Project Surrey.
- Report any safeguarding concerns – for children and/or vulnerable adults – to the Project Coordinator (or in their absence the CEO) and follow SLLP safeguarding policy and procedure. Practically this means showing an interest in the welfare and safety of the children and vulnerable adults who attend Bike Project Surrey.
- Repair and service all types of bikes within your skills and competence – asking for help when needed.
- Behave in accordance with all policies of Bike Project Surrey (part of SLLP) – in particular health and safety on site including appropriate safe use of materials and tools as well as supporting the maintenance of a safe, clean and organised working environment
- Getting involved in the project and charity events as appropriate.
- Attend team meetings when and if appropriate – as far as possible these will be agreed with teams and at convenient times.

### Person description – who you need to be:

- Have an interest in bikes, cycling and maintaining bikes.
- Have an inclusive attitude and outlook in life which will contribute to and support the inclusive aims and culture of Bike Project Surrey.
- Able to communicate effectively and with patience with other volunteers and members of the public/customers – including students (children), Adult Placements (disabled adults).
- A good level of competency in bike mechanics/maintenance and/or a willingness to learn.
- A good level of numeracy and organisational skills.
- A willingness to share and use the skills and experience you have.
- Be prepared to attend training that will be useful and offered to you - including safeguarding, health and safety, bike maintenance, first aid.
- Punctual and behave appropriately in a working environment.

### Some benefits:

Volunteers are not paid but there are some benefits including:

- Access to the workshop and parts that will help the volunteer maintain their own bikes – for example so that they can travel to and from Bike Project Surrey.
- Volunteers may also be offered opportunities to work towards a qualification in bike maintenance which will enhance a volunteer's ability in the workshop but also be a qualification that they may take away with them.

[HTTPS://SURREYLIFELONG.SHAREPOINT.COM/SITES/BIKEPROJECTSURREY/SHARED DOCUMENTS/HR/JOB DESCRIPTIONS/BIKE PROJECT SURREY - VOLUNTEER MECHANIC ROLE DESCRIPTION.DOCX](https://surreylifelong.sharepoint.com/sites/bikeprojectsurrey/shared%20documents/hr/job%20descriptions/bike%20project%20surrey%20-%20volunteer%20mechanic%20role%20description.docx)