



Wheels of Fleet Project Coordinator and Cycle Trainer Role Description

Reports to: Wheels of Fleet (WoF) Steering Group.

Term of Contract: Self-employed contractor for one year

Payment: Total £24,480 in instalments to be invoiced monthly throughout the year.

Hourly rate: £17 per hour.

Hours: 1440 hours over the year. Averaging 30 hours per week. Hours including evening and weekend work as appropriate.

Location:

Wheels of Fleet Workshop

The Mill on the Fleet

Gatehouse of Fleet

Dumfries & Galloway

DG7 2HS

Facebook page: <https://www.facebook.com/profile.php?id=61563559840904>

Overview

We are looking for an individual who loves bikes and understands their importance for day to day journeys, someone who will be an ambassador for cycling in our town. You will be coordinating volunteers, creating and supporting active travel challenges, leading bike rides and networking with other organisations. Working as part of the WoF team, you will work closely with the Cycle Mechanic and Events Co-ordinator to programme and oversee the activities of WoF, and to make the overall project, and the Wheels workspace, welcoming and safe.

Organisational Overview

The Wheels of Fleet is a bicycle project based in Gatehouse of Fleet, which aims to increase bicycle use locally. We offer the training and maintenance of bicycles, bike hire, a local repair service, affordable prices of bikes and courses, local maps of bike rides and other support to local people and visitors to get on their bikes. We provide sustainable solutions to increase awareness and improve personal, physical and mental health for volunteers and customers whilst having a positive impact on the environment.

Wheels of Fleet is a project within Gatehouse Development Initiative (GDI) which carries out several activities to support cycling in the town and surrounding areas.

- repair and maintenance of bikes for both local customers and visitors to the area, carried out by trained volunteers and overseen by our qualified Bike Mechanic,
- taking in used bikes suitable for renovation and onward sale, or which have reusable components,
- selling renovated bikes at affordable prices,
- bike hire scheme with both conventional and electric bikes,

We have received funding from Dumfries & Galloway Council which contributes towards the running costs of WoF. WoF currently generates 25% of these running costs in-house through income from bike hire, bike sales and repairs, and is working towards being a financially self-sustaining enterprise within the foreseeable future.

We are an inclusive organisation who celebrate diversity of gender, ethnicity, beliefs, ability, and identity.

Job Purpose and Responsibilities

- Manage the various strands of the WoF project and develop strategies for achieving viable and self sustaining platform for the project going forward.
- Train and support more people to get on their bicycles, through activities such as:
 - Working with Events Co-ordinator to develop a programme of events to meet the needs of the local community,
 - Coordinating and promoting active travel challenges e.g cycle to yoga or school weeks,
 - Supporting and promoting the weekly Bike Bus for Gatehouse Primary School, and mentoring the recently established Bike Bus for Kirkcudbright Primary as necessary,

- Promoting and leading bicycle rides in the local area, e.g. for young people and to support people getting into work.
- Recruiting and coordinating volunteers and managing their training and involvement on a day to day basis,
- Work with Dumfries and Galloway Council and other organisations to improve local cycling infrastructure, supporting the Gatehouse Greenway and transport hub proposals,
- Identifying sources of funding, and preparing funding applications as WoF transitions to a financially self sustaining organisation,
- Monitor participant numbers and community engagement and provide details of outcomes and evaluation reports for funders as required,
- Ensure compliance with all legislation concerning the protection of vulnerable groups of people, and implementing relevant Equality, Diversity and Inclusion initiatives,
- Manage the Bike Hire Fleet, and ensure a rota and clear guidance is in place for all staff and volunteers to support the Bike Hire scheme,
- Community engagement through attending local events (e.g. with a stall or as a speaker), social media outreach, flyers, articles in the local newspaper, visibility in the main tourist attraction, etc.
- Participate in regional bicycle conferences as and when these take place,
- Accept donations of bicycles and bicycle parts in usable condition, and sell reconditioned bikes,
- Carry out accurate and regular financial management of the project, recording income and outgoings, reviewing expenditure against income and operating a simple digital payment system,
- Liaise with Gatehouse Development Initiative (GDI) trustees and Treasurer, reporting project progress to GDI meetings when necessary,
- Work with the Cycling Events Coordinator to establish and run a programme of cycling events throughout the year to support all ages,
- Work with the Cycle Mechanic and others to ensure that the WoF workspace is a welcoming, friendly, safe place for visitors, volunteers, and the general public,
- Work with the Cycle Mechanic to coordinate regular bicycle maintenance training for volunteers,
- Work with the Cycle Mechanic to keep a log of stock, purchase tools, parts and other resources as necessary.
- Build partnerships with other cycling organisations, both local and regional,

- Writing and following risk assessments relating to the safe delivery of this role,
- Report monthly to the WoF steering group,
- Carry out any other duties, which may reasonably be required in light of the main purpose of the role of Project Co-ordinator.

Personal Specification

ESSENTIAL QUALIFICATIONS / EXPERIENCE
Registration with the Protection of Vulnerable Groups (PVG) with Disclosure Scotland
Experience in community engagement and working with people from various vulnerable groups and differing backgrounds, experiences and abilities
Cycle trainer qualification equivalent to the Bikeability National Standards.
Training people of different ages and abilities to cycle
Preparing risk assessments for led bike rides, cycle training and work within WoF premises
Formal qualification / experience in bike maintenance (this can be achieved on the job if necessary).
Stock taking and purchase of tools, parts etc.
Financial monitoring and management
Customer service
ESSENTIAL SKILLS/ABILITIES
Friendly, approachable, outgoing manner, with strong communication skills.
Coordinating volunteers; respecting difference, having the ability to avoid potential conflicts and nurture tolerance and understanding.
Community development and partnership building skills
A flexible and committed team player
Ability to deliver outcomes within timeframes and maintain punctuality for all planned events / sessions
Ability in the use of computers (IT) for admin, recording of income, social media, event organisation, etc.
Excellent organisational skills, both personally and as part of a team

Basic knowledge of and skills in bicycle maintenance
A natural trainer who enjoys developing skills and empowering others
Passionate about cycling and a confident cyclist

With thanks to our funders:

