



July 2024

Project Coordinator - Job Description

Pay: £20 per hour

Hours: 32 hours per month, to be worked flexibly. Socials and meetings are usually on evenings and weekends. Some availability to be able to come into the Sheffield Community Bike Project during our opening hours (Tues-Sun 1-8.30pm) is also necessary.

Contract Type: Initially on a self-employed contract. 1 year with the possibility for extension dependent on funding and performance.

Location: Sheffield Community Bike Project, 39 King Street, Sheffield. Some work virtually.

Closing Date: 23:59 on Saturday 24th August 2024

Interviews: To be held in person in the week beginning 26th August

Application Details: Please send a CV (max. 2 pages) and a cover letter that sets out how you meet each point of the person specification (it is advisable to use the STAR method) and why you would like the job (max. 1 page) to Pete@SheffieldCommunityBikeProject.org with the Subject line: "*Your Name*: SCBP Volunteer Coordinator Application". *Please use examples of any paid and unpaid experience.*

Please let us know if there is anything we can do to make it easier for you to apply for this role.

Details about the role

Sheffield Community Bike Project seeks to appoint a Project Coordinator. Your role will be to ensure that the day to day essential tasks that keep the project running are completed. Some of the more essential and regular tasks will be done by you. Many other tasks will be delegated to volunteers, this will include providing clear briefings and following up once the task is started/completed. You will take guidance from the monthly volunteer meeting on strategic priorities. See the last page for a full description of the key responsibilities of the role.

SCBP is a not-for-profit community cycle repair workshop that aims to improve access to cycling through 3 main things:

- Free (donations appreciated) access to tools and workshop space for DIY repairs, with advice and support from our volunteer team.
- Affordable new and used parts.
- A choice of second-hand bikes at bargain prices.

The project is in an exciting phase. We have just taken on new premises, and the next year will be a period of significant growth. We will start with a period of fit out of the new space, mostly done by volunteers and using lots of reused materials, we will also recruit volunteers quickly to be able to expand the opening times of the project and we hope to be open 5 or 6 days a week by the end of 2024.

You will need to use your own computer and phone to attend teams meetings, use the internet, use whatsapp and make calls. If you don't have access to these, please discuss it with us in your interview and something can be arranged.

If you are new to the project and you would like to know more about it, please feel free to bring your bike in, use the space to fix it up and meet some of the team. Our calendar can be found on the homepage of our website. You can also contact Pete Nolan on +447914 775 668 if you have specific questions about the role.

Key responsibilities are shown on the next page. This is not an exhaustive list or a binding statement of your duties. It is intended to give you an idea of the sort of thing you might be doing. You will be expected to carry out any reasonable duties to aid in the operation and development of SCBP.

Person Specification

Essential:

- Excellent listening and communication skills.
- Good organisational skills. Understanding of the principles of project management.
- Good leadership and ability to instigate work autonomously.
- Able to delegate work effectively.
- Computer literate.
- Good record keeping.
- Commitment to Equality, Diversity and Inclusion and to uphold our Safer Spaces Policy.
- The right to work in the UK.

Desirable:

- An understanding of Sheffield Community Bike Project, or similar projects elsewhere.
- Experience of working with volunteers or as a volunteer.
- Confident public speaking and ability to deliver training sessions.
- Experience with social media marketing and making videos.
- Experience with consensus decision-making. Experience facilitating meetings.
- Experience with the use of Google Drive.
- Knowledge of GDPR and experience handling sensitive data.

SCBP particularly welcomes applicants from groups underrepresented in the cycling world. Please let us know if you are part of any of these groups and we will take this into account when considering who to invite for interview. We are also enthusiastic to adapt the way in which the role works to suit different working styles, disabilities and individual needs.

Key Responsibilities	Indicative time per month (hours)
Doing the accounts.	5
Carrying out stock checks and ordering stock.	1.5
Ensuring the rent, bills, insurance etc are paid and up to date. Liaising with the Landlord(s).	1
Filling out timesheets and meeting with the chair of the board to discuss the month's work.	2
Organising other tasks (some carried out by volunteers). <ul style="list-style-type: none"> ● Running the everyday operation of the community workshop ● Running training sessions ● Selling refurbished bikes ● Pop up events ● Issuing press releases as required. ● Keeping the website and social media up to date. 	7
Developing policies for use by the project.	1
Developing and delivering training for volunteers on how to run the shop.	1.5
Liaising with the Volunteer Coordinator to pass on any relevant information that may be helpful when they are organising the rota, or carrying out other activities.	2
Contributing to organising the volunteer meeting.	1
Attending meetings, the AGM and other such events.	2
Developing the project, writing funding bids, developing the systems by which we work. Ensuring funding conditions are adhered to and funders are reported back to. Liaising the City Council and SYMCA.	6
Personal development and training	2
Any other responsibilities to further the aims of SCBP	Adhoc
TOTAL	32