

Leeds Bike Mill – Sessional Bike Mechanic

Leeds Bike Mill is seeking to expand our small team, to meet the increasing demand for Dr Bike services around Leeds.

This is a bike mechanic job with a difference; rather than being in a workshop you will primarily be out and about, meeting members of the public in different areas of Leeds, offering advice and repairs. Examples of Dr Bike locations include community events, office parks and universities/colleges.

We are looking for a self employed person who will work flexibly on a sessional basis. Someone who shares our passion for sustainable transport and is excited about transporting the kit using a bike trailer where possible. You will work independently whilst liaising with the co-op members, who will co-ordinate the programme of bookings. The role would suit someone who has other streams of income, can accommodate sessional work flexibly around their other commitments, and can be relied on to keep to their commitments.

The rate of pay is £10/hour. You will be paid for all of the set up and transport time for each Dr Bike event. You will need to have your own appropriate insurance for the role. We will check this and your self employed status before offering you work.

Scope of the role

Hours will be varied, offered on a sessional basis, depending on the booking requests we receive. In 2018 we ran 23 Dr Bike sessions, with the majority taking place from May – August. Most bookings are for a 3 hour session, often in the middle of the day. This gives a picture of the number of bookings we might expect this year, but we cannot guarantee a specific number of hours will be available.

For someone with the time and energy, there is the scope to expand the role by developing partnerships and advertising the service. As more and more businesses and individuals turn to sustainable transport, the demand for Dr Bike will only increase. There may also be the possibility of other sessional work with us in future.

About us

We are a community interest company, now in our fourth year of operation, and continue to provide a friendly, affordable service to the communities and businesses of Leeds. Our current areas of work include offering quality recycled bikes, bike maintenance and mechanics training courses, volunteer sessions and Dr Bikes. We are organised as a workers' co-op; currently we have 3 members/directors who are responsible for running the business as well as carrying out the day-to-day operations. We are non-hierarchical and make decisions by consensus. Although this vacancy focuses on delivering Dr Bikes, we welcome applications from people who share our values and may be interested in joining the co-op on a longer term basis.

Key tasks and responsibilities

- Preparing and checking the Dr Bike kit, trailer and E-Bike
- Transporting kit using bike trailer where possible
- Liaising with partners on the day of the event
- Checking bikes to a professional standard and undertaking minor repairs
- Keeping a record of work done and filling in advice sheets for clients
- Signposting clients to Pedallers Arms or local shops for major repairs
- Representing Leeds Bike Mill with a friendly, inclusive and professional manner

Person Specification

Attribute	Essential	Desirable
Bike mechanics skills and experience	<ul style="list-style-type: none"> - Sufficient experience as a mechanic in order to: - Able to quickly perform a safety check on a bike - Able to confidently undertake routine repairs and adjustments e.g. replacement of cables, brake pads and chains, adjustments to brake and gear systems, puncture repairs, bike fit. - Familiarity with a range of bike types e.g. road, MTB, BMX 	<ul style="list-style-type: none"> - Bicycle mechanics qualification e.g. Cytech level 2 or 3, City & Guilds Level 2 - Experience working as a mechanic - Experience delivering Dr Bike services or similar
Professionalism	<ul style="list-style-type: none"> - Reliable - Good timekeeping and organisation - Keen awareness of health & Safety - Attention to detail - Good communication skills and responsive to emails / calls - Experience working in a public facing role 	
Values and interests	<ul style="list-style-type: none"> - Inclusive and non elitist attitude - Keen cyclist 	<ul style="list-style-type: none"> - Experience being a member of a co-operative - Interest in environmental and social justice

Application Process

Please send us your CV, and a cover letter (max 1000 words) which addresses the key points on the job description and person specification by 9am on Friday 17th May. We will let you know if you have been selected for interview on that day. We will hold interviews on Tuesday 21st May, which will involve a short interview and a role play activity of a Dr Bike situation, where co-op members will act as members of the public bringing their bikes to a Dr Bike event, you will need to make minor adjustments to the bike and offer advice to the owner.