

*The Broken Spoke Bike Co-op is a social enterprise that aims to address social inequality, create a healthier environment and strengthen the culture of bicycling in Oxfordshire by teaching people from all backgrounds to become self-sufficient and proficient in bicycle maintenance and riding.*



## **Role Description:**

### **Events volunteer**

Increase our programme of awesome non-workshop activities and ensure we have a presence at relevant local events.

**Main point of contact/Reports to:** Volunteer Coordinator (Meike Clever), Director (Sam Chappell)

**Commitment:** negotiable, minimum 12 hours per month involvement in Broken Spoke work

**Times:** ad-hoc, more time required during spring/summer

**Location:** Oxfordshire

#### **Main activities/tasks:**

- Broken Spoke events
  - Design, promote and lead creative, engaging activities involving bikes on behalf of Broken Spoke, e.g. Critical Mass, Bike Film Nights, talks, etc.
- External Events
  - Identify outreach opportunities for Broken Spoke and arrange our attendance including liaising with event organisers
  - Coordinate attendance of other volunteers to represent us at these events
  - Coordinate collection of resources from the workshop in advance of the event and return these afterwards
  - Engage with the public about our aims, activities, hours and general operation

#### **Experience/Skills:**

- Essential
  - Managing a budget
  - Ability to use online communication (email, twitter, facebook)
  - Engaging written and verbal communication
  - Good general knowledge of our aims and activities
  - Ability to identify opportunities for community engagement
  - Events organisation
- Desirable
  - Good local contacts

- Friendly and outgoing demeanour
- Having planned your own creative event, action or happening

**Benefits:**

- Inclusion in the Broken Spoke volunteer community
- Supporting your local bike co-op
- Being part of the cycling revolution
- Opportunities for mechanics skills development
  - Free access to Friday night bike mechanics skillshare sessions
  - Free access to the workshop during open workshop sessions
  - 10% off all our courses
- 10% off all stocks, parts, accessories, etc.