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.

Admin, advocacy and communications Co-ordinator

Responsible for the administration of cycle training and community bike workshop programmes, communications and cycling advocacy projects. The division of time spent on these different roles will vary; it will be weighted more heavily towards the administrative elements.

Main point of contact: Broken Spoke directors

Hours: Full-time (35 hours per week)

Pay: Living wage as set by Living Wage Foundation (currently £8.45 per hour)

Duration: Fixed term for one year with aim to become permanent

Location: Broken Spoke workshop (42 Pembroke Street), remote working requires prior approval

Closing date: 18th April 2017

Main activities/tasks:

- Advocacy
  - Develop projects to engage groups under-represented in cycling and mechanics, i.e. women, young people and vulnerable adults. Existing projects include: bike saddle library, 'Women & Bicycles' event, 'Pedalling On' (social rides for over 55s) and Bikeability in schools.

- Cycle training administration
  - Administrate trainee bookings
  - Administrate instructor timetables
  - Monitor trainee progress
  - Administrate monthly billing
  - Respond to email and phone enquiries

- Workshop administration
  - Support Workshop Coordinator to assess, manage and document health & safety procedures
  - Maintain stock of new parts
  - Administrate course bookings and communications
  - Administrate supportership system
  - Record financial and attendance data
  - Monitor and track used bike stock

- Communications
  - Collaborate with Volunteer Coordinator on branding, graphic design and website
  - Coordinate publicity for the co-op's programmes
  - Respond to enquiries to phone and public facing email
  - Coordinate newsletter and other social media - Twitter, Facebook, Instagram

- Finance administration
- Coordinate invoicing
- Administrating financial records
- Tracking petty cash

- Co-op responsibilities
  - Attend and occasionally facilitate regular Broken Spoke worker meetings
  - Report on communications and advocacy to Board of Directors

**Person Specification**

- **Essential:**
  - Enthusiasm for making cycling and mechanics accessible to all
  - Ability to work in a co-operative and collaborative team environment
  - Excellent organisational skills
  - Ability to communicate effectively with people of different backgrounds and needs, i.e. customers, volunteers and external audiences
  - Clear and engaging written communication style
  - Computer literacy: word and data processing, email and using online calendars
  - Ability to manage time effectively and work in a self-directed way
  - Flexibility in response to feedback and changing priorities
  - Open to learning new skills

- **Desirable:**
  - Using online booking systems
  - Using social media platforms
  - Writing press releases
  - Writing adverts and listings for paper and online publications
  - Experience of stock management
  - Experience of risk assessment processes
  - Writing funding applications
  - Working with volunteers
  - Experience of bike mechanics

**Training provision:** Training on Broken Spoke's existing administrative systems will be provided

**Additional benefits:**
- Being part of a community bike project creating positive change locally
- Potential to join the co-op as a worker member after a 6 month probation period
- Being part of the cycling revolution
- Opportunities for mechanics and cycling skills development (incl. 10% off all our courses)
- Access to Broken Spoke workshop
- Staff discount on new bike components & accessories (cost price plus VAT)

To apply, please tell us how you fit the person specification in no more than 500 words and send it with your CV to recruitment@bsbcoop.org.