

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.