

*The Broken Spoke Bike Co-op is a community enterprise that aims to create an inclusive and environmentally aware cycling community in Oxford by creating positive learning spaces to break down the barriers to cycle ownership, maintenance and riding.*



Job title: Community Co-ordinator

Salary: Oxford Living Wage, currently £10.02 per hour

Hours: 21-28 hours per week (3-4 days per week)

Contract: Fixed term for 1 year, with potential to extend

Location: Broken Spoke, Osney Lane, Oxford, OX1 1NJ

Deadline: 14/01/2020 Tuesday (end of the day)

Interviews: week commencing 20/01/2020

We're on the hunt for a brand-new member of the Broken Spoke team, could it be you? Broken Spoke is a community benefit society and social enterprise dedicated to supporting everyone in Oxford to fix and ride their cycles. An important part of this is our wonderful community workshop, a bikey haven hidden away in St Thomas's, in Oxford, from where everything we do is based. We're looking for a community-focussed, learning-enabling, active-travel enthusiast to join our small but mighty team as a Community Coordinator.

Working alongside a mixture of cycling instructors, mechanics and our trusty volunteers, you'll be part of the staff team responsible for making the organisation a wonderful place to be, for everyone. The job is centred on supporting and strengthening the communities at Broken Spoke. With support from other members of the staff team, you'll be supporting the day-to-day running of Broken Spoke's activities through stock-taking, coordinating volunteers, communicating with the outside world, and monitoring cycle training bookings. You'll also be responsible for bringing new folks into the workshop, including those who don't normally spend time in bikey spaces, and you'll play an important role in making everyone feel welcomed and valued.

Broken Spoke is run on the co-operative principles - an important factor in what it means to work with us. From the beginning you'll be 'peer managed' by another member of the staff team and encouraged to get involved in the operations and governance of the co-op. Our roles and responsibilities are varied and flexible, and through regularly looking at who does what, we explore how to make it easier to work with all aspects of the organisation.

In our workshop and across Oxford, we equip people with the skills and support they need to build, maintain and ride their own cycles. We feel the same about supporting our people to build their careers, and the right person for Broken Spoke will be someone who is intrigued to also build skills as a cycle mechanic, cycling instructor, and community advocate for cycling in Oxfordshire.

### Essential Skills - **What skills will I bring and how will I use them?**

- **Are you a clear communicator?** You'll be responsible for our communications, internal and external. We need someone who is enthusiastic with social media, email communications and internal communications with our volunteers and staff.
- **Are you a skilled community organiser?** Our volunteers, casual staff and regular customers are the wheels that keep us turning. You'll be responsible for coordinating our volunteers, and getting your teeth into developing volunteer engagement in a way that supports people in feeling valued and loved. This will include maintaining rotas, arranging open meetings & events, and sharing regular updates.
- **Are you a systems whizz?** You'll be responsible for maintaining the booking & reporting systems for our cycle training. Working alongside others who will help you learn, you'll contribute to maintaining the workshop's stock levels of parts and tools. So we need someone who is diligent with this kind of work.
- **Are you a team player?** We are a small and committed team, and we're looking for someone with experience of working cooperatively with others, who is keen to get their hands dirty with helping us try to change the world.
- **Are you a people person?** Much of the role is public facing, liaising with volunteers and customers. We need someone who enjoys this and is happy to answer questions and help people to feel at home.

### Desirable Skills - **What other skills might be helpful and why?**

- Do you like **understanding how things work?** Do you enjoy working on projects and **solving puzzles?** Do you like to **share what you know** with others in an accessible and empowering way? Our educational programmes focus on hands-off teaching and learning by doing. We'd love for you to get involved in this aspect of our work, and whether by formal training or by picking things up as you go along, skills development can lead to unexpected things!
- **Are you as passionate as us about diversity and inclusion?** Let's face it, cycling can get a bit male, pale & stale... Broken Spoke has a proud history of being founded and run by people of different genders, and we're always striving to make our workshop a welcoming place for many folks who don't normally feel comfortable in a workshop environment. Examples of how we're already doing this include our popular Beryl's Night and our workshop's safer spaces policy. We know there's lots more to be done and we hope you're keen to play a role in this.
- **Are you interested in writing grant applications?** Broken Spoke's income comes from a number of sources, including some of it from grants. In this role you'll be invited to feed into bid writing and fundraising efforts so if you've got any experience in fundraising, we want to hear about it!

### Training - **How will I know what to do?**

We'll provide training on all of Broken Spoke's existing systems and processes. Also, subject to external funding, you could train to be a level 2 cycle mechanic or national standard cycling instructor.

### Benefits - **What else comes with the job?**

- Becoming part of the cycling revolution
- Opportunities for mechanics and cycling skills development, including at least 10% off all of our mechanics courses
- Staff discount on new bike components & accessories (cost price plus VAT)
- Free access to Broken Spoke's workshop
- Attending external events at various points as part of your job
- Potential to become a society member after 3 months working with us
- 28 days paid annual leave (including bank holidays)
- Flexible working times and time off in lieu (TOIL)
- Maternity & paternity pay
- Workplace pension

### **How do I apply?**

For enquiries please email [recruitment@bsbcoop.org](mailto:recruitment@bsbcoop.org). To apply, please tell us how you meet the essential and desirable skills in an email, with your CV attached, to [recruitment@bsbcoop.org](mailto:recruitment@bsbcoop.org).

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