

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: Communications and Community Coordinator

Salary: £23,000 pro rata

Hours: 28 hours per week

Contract: Fixed term for 1 year, with a six month review period

Reports to: People and Culture Lead

Location: Broken Spoke, St Thomas School, Osney Lane, Oxford, OX1 1NJ, with option for some remote working

Deadline: 04/04/22 (6pm)

Interviews: 12/04/22 and 14/04/22 (at St. Thomas' School)

Start date: Tuesday 10th May 2022 or as soon as possible thereafter

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 School, in Oxford. We're looking for somebody who is a great communicator and who is community-focussed to join our small but mighty team as a Communications and 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. With support from other members of the core staff, you'll be supporting the day-to-day running of Broken Spoke's activities through running our communications with the outside world and engaging our volunteers and members.

Person specification

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

- **Are you a passionate and clear communicator?** You'll be responsible for our communications, internal and external. We need someone who is skilled and

enthusiastic with social media, email communications, website and blog management, and who is an infectious storyteller.

- **Are you a skilled community organiser?** You'll be working with our volunteers and members to engage them with Broken Spoke's programmes. We're looking for someone who is warm, reliable, and energetic.
- **Are you a systems whizz?** You'll be responsible for maintaining the booking systems. We need someone who is confident with technology and organised.
- **Are you a team player?** We are a small and committed team, and we're looking for someone who can work autonomously, who has experience of working cooperatively with others, and who is keen to get their hands dirty to help us try to change the world.
- **Are you a people person?** Much of the role is public facing, liaising with volunteers and members. We need someone who enjoys this and is happy to answer questions and help people to feel at home.

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

- **Are you as passionate as us about diversity and inclusion?** Broken Spoke has a proud history of being founded and led by women and LGBTQIA+ folk, and we're always striving to make our workshop a welcoming place for people who don't normally feel comfortable in a workshop environment. We're doing this through our popular monthly Beryl's Night and our 12 month mechanics training course for women, non-binary and trans* folk, but this ethos permeates the wider organisation too.
- **Are you driven by strong values?** If you already have experience working or volunteering in a values-led organisation or activist context this would be of benefit.
- **Are you familiar with what it's like to be a volunteer?** If you have experience working or volunteering in an organisation that centres volunteers this would be helpful.
- **Do you get a buzz out of visual arts and design?** If you have any kind of background or passion in this area this would be a bonus.
- **Are you passionate about cycles, active travel, learning, mechanics, the politics of gender and sexuality, or the environment?** Any of these interests would help you feel comfortable in Broken Spoke!

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

We'll provide training on all of Broken Spoke's existing systems, processes and values.

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 discounts on new bike components & accessories (cost price plus VAT)
- Free access to Broken Spoke's workshop
- Potential to become a member of the cooperative after 6 months working with us
- 28 days of leave per year pro rata (this includes Bank Holidays)
- 1 extra day of holiday per year for Pride, Trans Visibility Day, Labour Day, or another nationally or internationally recognised day important to you!
- Flexible working hours and time off in lieu (TOIL)

- The opportunity to join Broken Spoke's pension scheme and receive employer contributions if your salary in a given month is above the relevant threshold.

How do I apply?

For enquiries please email recruitment@bsbcoop.org. To apply, please send us a CV and cover letter detailing 1/ why you are applying and 2/ how you meet the person specification, to recruitment@bsbcoop.org.

If you would love to get involved with Broken Spoke but this role doesn't match your skills, experience or availability, we encourage you to get in touch anyway. We may have other paid opportunities in the future, and we always have exciting opportunities for people to volunteer with us.

We are a queer-led organisation and we hold strong interesectional values. We particularly welcome applications from those who represent the future of the cycling industry and are often excluded from cycling and mechanics spaces, particularly people who identify as women, trans* or non-binary, disabled, neurodiverse or of black or minority ethnicity. If you don't identify with any of those but can bring passion, energy and allyship, we welcome an application from you too.

The Communications and Community Coordinator will be employed by "Broken Spoke Bicycles Limited" (trading as "Broken Spoke Bike Co-op"), registered with the Financial Conduct Authority as a Community Benefit Society with charitable objectives - registration number: 31918R.