



Outspoken Cycles
The Bike Depot
140 Cowley Road
Cambridge
CB4 0DL

01223 789606
jobs@outspokencycles.co.uk
www.outspokencycles.co.uk

Dear Applicant,

Application pack for the post of Bike Mechanic and Instructor

Many thanks for your enquiry about the above position. At Outspoken Cycles we aim to get more people cycling, more often. The position of Bike Mechanic and Instructor is an exciting opportunity for the right candidate. We offer a diverse range of services and this role is exciting and varied. The right candidate is an experienced bike mechanic with a flair for teaching and instructing. A mixture of traditional bike shop services and workshop, Dr Bike events and teaching sessions.

Please find attached some information about the role. If you think you'd enjoy this job and could share Outspoken's enthusiasm for all things cycling then please apply by completing and returning your application, along with a current CV, and cover letter by email or by post to the above address as soon as possible.

If your application is successful we will contact you within 2 weeks of receiving your details. We anticipate the potential for a large number of applications for the role so if you haven't heard from us within 2 weeks please assume you have not been successful at this time.

Many thanks for your interest; we look forward to receiving your application.

Yours sincerely,

Catherine Thompson,

Head Mechanic and Instructor

Outspoken Cycles

JOB DESCRIPTION

Job title: Bike Mechanic and Instructor

Are you an enthusiastic bike mechanic? Are you a great communicator? Would you like to share your passion for cycling and bike maintenance? Outspoken Cycles is recruiting a motivated individual to deliver dynamic, high quality bike maintenance services cyclists and for businesses, community groups and local authorities. As well as being a regular and competent mechanic, you must be able to communicate effectively and have a real passion for cycling and getting others on their bikes.

Job Purpose

Deliver high quality bike maintenance services and training both at our workshop and out and about at businesses, community events and on behalf of local authorities.

To make these events a success you need to be motivated by a love of cycling and an outgoing and confident communicator. You will need to travel to events by cargo bike or with a large trailer or by van and be happy working outdoors in all weathers year round.

We are currently looking at 2-3 days a week contracted work with the potential for extra work and overtime. Depending on demand this may increase to 4 or 5 days a week by mutual consent. You will need to be flexible as there will be some evening and weekend work. You would need to be available at least 2 weekend days per month with up to 4 in busy periods.

Responsibilities

- Service and repair bikes in the workshop. Quote for repairs and communicate effectively with customers about work
- Build bikes, cargo bikes and electric bikes for sale and our internal fleet
- Assist in the shop selling bikes and accessories
- Set up and run high quality Dr Bikes at various locations around Cambridgeshire and the region
- Liaise with business and community groups on site at Dr Bikes
- Complete events paperwork including; health and safety checks, equipment reports and incident report forms
- Conduct risk assessments of onsite set up areas
- Run Cycle Maintenance Demonstration Sessions off site for businesses and community groups
- Teach our One-Day Bike Maintenance courses from our dedicated training workshop at our offices, covering home mechanic skills such as fixing punctures, setting up brakes and indexing gears.
- Teach one-to-one training to clients in our training workshop.
- Basic accounting
- General cleaning and maintenance of the workshop and tools, as well as packing vans and preparing tool kits

Additional duties to be agreed and dependent on experience:

- Run accredited bike maintenance training (Velotech Gold)
- Liaise with customers and business and take bookings for Dr Bikes
- Basic Vehicle checks

Requirements

Potential staff members must:

- Be a competent and experienced bike mechanic with at least two years in a workshop environment or equivalent
- Be passionate about cycling with an understanding of cycling as a sport, means of transport, leisure pursuit and healthy form of exercise
- Be a regular, competent cyclist able to cycle in a variety of traffic conditions, including busy urban environments
- Be fit and healthy. Our events cover a wide geographical area and you will be standing up whilst working as well as doing a lot of heavy lifting
- Be punctual, presentable and reliable and trustworthy,
- Be friendly, patient and enthusiastic, and have the ability to stay calm in all situations
- Attend relevant training on how to run Outspoken Dr Bike and Bike Maintenance Training Sessions
- Be passionate about sharing your skills and be able to articulate maintenance ideas and technologies
- Are aged over 25 and hold a full, clean driving licence
- Be available to work weekends and occasional evenings
- Be willing to undertake an enhanced DBS check at a cost to Outspoken

Ideally you will:

- Possess a bike maintenance qualification such as Cytech 2, City and Guilds Cycle Mechanic, Velotech, EAL etc
- Have experience in a teaching environment
- Possess an up-to-date first aid qualification

Salary:

Salary range £18,000 - £21,000. Pro-rata. Dependent on experience.

APPLICATION FORM – Bike Mechanic and Instructor

Full Name:	
Address:	
Home telephone:	
Mobile:	
Email:	
Date of birth:	
Would we need to make any special arrangements for an interview?	
Where did you hear about the job?	

Your availability (number of days per week, specific days)

1. Do you hold a bike maintenance qualification? (please circle)	Yes No
2. Do you hold a current, clean driving licence?	
3. Do you have access to a car?	Yes No
4. Do you have a First Aid qualification?	Yes No
5. Do you have a DBS less than 6 months old?	Yes No
6. Do you need to disclose anything which would show up on an Enhanced DBS check?	Yes No

- If yes, please state:

Please list any relevant professional bike maintenance qualifications you have and to what level i.e. Cytech 2, Velotech Silver/Gold etc.

Please list any relevant experience you have of bike maintenance either professional or personal and any teaching experience you have.

Please use the space below to tell us why you want this job and why you think you are a suitable candidate, including further information about any experience you have which is relevant to the post. This might be voluntary work or outside interests/ activities etc.

**Why do you wish to apply for the job and what makes you suitable for the role? -
*Please continue on further sheets if necessary***

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References: Please provide details of 2 references, one of which should be your most current/ most recent employer:

1.	Full Name:	
	Address:	
	Email:	
	Work Telephone:	
	Your relationship to this referee:	Current/ Most recent employer
2.	Full Name:	
	Address:	

	Email:	
	Work Telephone:	
	Your relationship to this referee:	
Are you eligible to work in the UK?	Yes / No	

I understand that any false information given on this application form may make an offer of employment invalid. I confirm that all the information given in this application is, to the best of my knowledge, true.

Signature:		
Full Name:		Date:

Please email or post this form together with an up to date CV to: Catherine Thompson (Head Mechanic and Instructor) jobs@outspokencycles.co.uk
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 The Bike Depot
 140 Cowley Road
 Cambridge
 CB4 0DL