



## **Project Coordinator (22.5hrs per week)**

Are you a project coordinator with a passion for pedal-powered transport? Yate Community Bike Hub CIC (YCBH) are looking for a reliable, pro-active and community-minded coordinator to support the day to day activities of our non-profit organisation.

YCBH is a volunteer-led organisation that aims to reduce transport poverty and support cycling as a healthy, sustainable, low-cost and high-fun means of everyday transport in Yate and surrounding areas. We have just celebrated our third anniversary and are looking for a motivated and passionate coordinator to join our team. We are able to offer a permanent contract working on a part time, flexible basis to cover three days per week.

Specifically we are looking for someone who is able to work closely with the directors, volunteers and supporters of YCBH to deliver day to day running of the hub and oversee our partnership projects. The successful candidate will be self-motivated, experienced in the administration of concurrent projects and an excellent communicator.

### **Key Activities**

The key activities of this role include:

- supporting the day-to-day activities at the hub by responding to enquiries from the general public and managing professional relationships
- supporting good practice in data management to facilitate annual reporting
- co-ordinating the delivery of externally funded projects including collating data for evaluation and monitoring purposes and budget monitoring
- creation and dissemination of communication materials including but not limited to the YCBH website, posters, local print and social media
- supporting the recruitment and retention of volunteers
- arranging for supply of goods and services as required
- identifying future funding / development opportunities

We have great core team of twenty volunteers and an expanding range of professional partners including Cycling UK, LifeCycle, SUEZ and South Gloucestershire Council. This role is an opportunity to proactively to build capacity, allowing YCBH to grow and find a sustainable, long-term path to successful delivery of our aims as a non-profit.

### **Working Arrangements, Hours and Pay**

We are looking for someone to start as soon as possible and the role is currently as 22.5 hours per week at £30k FTE. We are flexible with respect to days, timings and location of the work, some aspects of which can be done remotely following training and induction.

This means the successful candidate has the opportunity for agency over their own working schedule in agreement with their line manager.

However the coordinator will understand the importance of building personal relationships with the volunteer team and mechanic and should be willing to join in-person activities including:

- participating in some open Hub sessions (which are currently Monday, Tuesday and Weds 2-5 and Saturday 10-3)
- attending our monthly volunteer meetings (held in the evening of the second Tuesday of the month)

### **Skills and Experience**

We are looking for someone who can bring excellent organisational skills and positive attitude to the role, paired with the passion and patience to work with a diverse community as part of our mission to make cycling accessible to all. The right person for this role will have:

- A patient, kind and open-minded attitude to working with people with diverse needs
- Experience of working with local authorities, voluntary and community and private sector
- Excellent organisation skills and an ability to balance competing priorities
- Ability to work independently as part of a small team where self-motivation, communication and a collaborative approach to problem solving are key
- Ability to be flexible, adaptable and to take initiative
- Excellent communication skills
- Reliability and good time management
- Be proficient in IT and able to learn and use different software and systems specifically including Canva and Google Docs

### **How to apply**

To apply please send

- your CV detailing your experience and qualifications
- contact details for someone who can provide a reference
- covering email / letter (c.1000 words or 2 sides of A4) explaining why you'd like to join the team at YCBH and giving examples of how you meet the criteria above

to [yatecommunitybikehub@gmail.com](mailto:yatecommunitybikehub@gmail.com) with the subject line Workshop Support Mechanic Please also send any questions regarding the role to the address above.

If your application is successful we will contact you within three weeks of receiving your details. We expect to hold interviews in the w/c 21st July. In the event of a large number of applications we apologise that we may not have the resource to provide individualised feedback to each candidate.