

Leeds Bike Mill: Co-op Member

Job Title: Co-operative member

Purpose of job: To participate as a bike mechanic and co-op member in the delivery, management and development of the organisation.

Hours: flexible according to need. We are looking for people who want between 2 and 4 days of work per week

Pay rate: £12.71 per hour

Contract: Permanent with a probationary period of nine months

Location: Leeds Bike Mill, 332a Meanwood Road, Leeds, LS7 2JF plus occasional additional work at other locations for events

Holidays: You are entitled to 5.6 weeks *pro rata* (inclusive of bank holidays and other public holidays)

About us

Leeds Bike Mill (LBM), established in 2014, is a bicycle recycling and bike maintenance training business. We are a not-for-profit Community Interest Company, organised as a workers' co-operative. This year we moved to a new, bigger premises on Meanwood Road, and we are now looking to grow our team to expand what we do in our new space. This is a time of change for Leeds Bike Mill, therefore are looking for people with relevant ideas, skills and entrepreneurial spirit to support this next phase.

Our current areas of work primarily include offering quality recycled bikes for sale, bike servicing, bike maintenance training courses, community outreach at events and volunteer opportunities. There is the scope for our business to expand further, eg. areas such as additional training opportunities, online sales (eBay), and events.

We aim to support people from all walks of life to get cycling, and for it to be an inclusive and empowering experience. We are a climate conscious organisation, committed to reducing waste in how we recycle bikes, and reducing the environmental impact of travel through providing affordable, sustainable transport. We are currently one of the West Yorkshire Combined Authority's Community Active Travel Hubs, providing support for walking, wheeling and cycling in the region.

We are especially keen to encourage applications from people who are under-represented in cycling, and who have experienced barriers to cycling themselves. The cycling industry remains very male-dominated, with women and people of marginalised genders occupying only a very small percentage of workshop or customer-facing roles. We also know that people from minoritised racial and ethnic groups, disabled people and LGBTQ+ people are less likely to cycle, and are poorly represented in the industry. We are committed to providing a supportive and representative environment which encourages members of our community who are not 'typical' cyclists to enjoy the benefits of cycling.

Job Description

Our core work centres on practical bike mechanics work alongside teaching and advising people about active travel. Key tasks and responsibilities are listed below.

Bike mechanics, shop and sales

- Support customer enquiries in person, by email and by phone - offering appropriate advice to all visitors
- Carry out bike recycling and repairs to required standards
- Support the smooth running of our shop and workshop spaces, including regular stock management, tidying and organising

Education and events

- Deliver bike maintenance training to Basic, Intermediate and Advanced levels (training can be provided), including some evening and weekend working.
- Deliver volunteer sessions and provide volunteer supervision
- Deliver bike maintenance courses and Dr Bike sessions out in the community (including cycling to locations, carrying equipment by bike; occasionally evening and weekend working)

Management

- Contribute equitably to routine administrative tasks, eg. course admin, events admin, finance admin, etc.
- Participate in at least two of the management groups that help organise the behind-the-scenes of LBM
 - Building repairs and maintenance
 - Communications, marketing and social impact
 - Finance
 - Funding
 - Stock management

Co-operative working

- Engage in the day-to-day running of our co-op
 - Participate in co-op meetings, internal processes and collective decision-making, sharing responsibility and accountability for internal governance and admin.
 - Contribute to business development by helping us to develop our offer and bring in new work.
- Be a flexible and supportive member of the team, for example, be able to step into different roles when required
- Contribute equitably to workshop and office housekeeping
- Take on other responsibilities and projects in addition to core workload when reasonably required and/or as part of self-development

Benefits

- A say in all decisions concerning your employment
- A friendly, supportive team where you can be yourself at work
- Being part of an enterprise that supports the local community and makes a tangible difference
- A flat pay rate (no one earns more than you)
- Funding for training
- Staff discount to help you keep your own bike in good shape
- Flexible working: you can set your own hours around your other commitments as long as you are available for agreed shifts and meetings
- Holiday entitlement: 5.6 weeks pro rata
- Pension contributions: 3% employer contribution

Person Specification

In the table below we have set out the key skills, experience and values we're looking for in a co-op member.

- Bike mechanics qualifications are a bonus (ie. Level 2 Cytech or equivalent), but an aptitude for bike maintenance and a commitment to producing excellent quality work is just as valuable.
- Teaching qualifications are also a bonus (especially if you are qualified to deliver Cycling UK's Basic and Advanced Bike Maintenance courses!) but most important is that you share our ethos of empowering others, and have transferable experience in teaching / advising / supporting a wide range of people.
- We also invite you to tell us about any complementary skills and experience, which could help to develop our offer, eg. financial planning (this would be a huge bonus!), marketing, fundraising, graphic design, etc.

Desired skills, experience & values	To hold this role with LBM, we're looking for someone who can:
Self-management	• Manage and prioritise a varied workload with competing demands on your time - tracking your own deadlines to meet the delivery timelines you have agreed with colleagues and partners • Be self-motivated and take initiative in your day-to-day work • Apply a high level of attention to detail in all areas of your work
Communication skills	• Represent the organisation with a friendly, inclusive and professional manner • Communicate appropriately with a wide range of people e.g. vulnerable adults, people with English as an additional language, sector partners • Communicate with a good level of written and spoken English • Use common IT packages e.g. Microsoft Office and Google Workspace
Bike mechanics and maintenance	• Perform bike mechanics to industry standards on a variety of bike types • Maintain a safe working environment for colleagues and visitors • Undertake physically demanding work
Teaching and advice	• Work comfortably in a public/community facing role, welcoming people with an inclusive, non-elitist and friendly attitude • Share experience and advice on cycling in Leeds, including familiarity with local cycling groups/schemes/projects • Deliver bike maintenance courses with a 'hands off' teaching approach (training provided) • Supervise and support students, volunteers or trainee mechanics (training provided) • Deliver 'Dr Bike' sessions in a variety of settings (eg. community events, offices, schools), offering advice and minor repairs to visitors. We travel by bike and trailer, so willingness to ride one of our fleet bikes with a trailer is essential! (training provided)
Collective working	• Work cooperatively as part of a team, including taking part in collective decision-making, strategy sessions, and goal-setting

	• Share opinions, and listen to and appreciate other points of view • Welcome feedback and practice accountability
Co-op development	• Engage in the financial planning of the co-op • Help us to keep our co-op sustainable for the long term by developing our offer, eg. through new services or products that are based on your skills
Co-op values	• Demonstrate you share our values • Commit to being part of our co-op and our movement for the longer-term
Social and climate justice	• Understand social inclusion and the various barriers people face to cycling and walking • Commit to respecting diversity, anti-discriminatory practice and anti-oppressive practice • Demonstrate an understanding of societal issues and the relevance to our work, for example climate change
Training	• Participate in training required for the role, eg. first aid at work • Commit to personal development, learning and reflective practice

How to apply

We invite you to apply in writing with your CV, and a written statement (max.1000 words) setting out how you meet the key skills, experience and values outlined above in the person specification (whether in paid work or in other capacities, e.g. community organising). Please also let us know why you would like to work with us.

References

Please give the names and addresses of two referees. One should be your last or present employer. References will only be followed up after a job offer has been made and accepted.

Using AI: We understand many people use AI to help them express their thoughts and ideas, however we would prefer to hear about you and your experience in your own words. If you need to use AI, please let us know in your application that you have done so.

Deadline: Please send us your application by 11.59pm on Friday 11th September to info@leedsbikemill.org

Letting you know: We will let you know whether you have been short listed for an interview by 5pm on Friday 25th September.

Interviews: We plan to hold interviews for short-listed candidates during the week of the 5th October. Interviews will consist of a few questions from us, space for you to ask us questions, and a short, practical task.

Start date: Ideally you will start as soon as possible, but we can be flexible to accommodate any notice period required for other work if needed.

Reasonable adjustments: Please let us know if you require any help with the application and interview process.

The information you provide will be held and used by Leeds Bike Mill in accordance with The General Data

Protection Regulation 2018 and all relevant subsequent legislation.