



Volunteer Mechanic Role Outline (as at 17.12.14)

The Bike Bank is a project of Exeter Community Initiatives that aims to create a supportive workshop environment where vulnerable adults can learn practical skills in refurbishing bikes for the benefit of others.

The running of the project is supported by volunteer mechanics. Our volunteers are people with experience of bicycle maintenance and who ideally have the capacity to support and mentor others to learn how to refurbish bikes.

As a Volunteer Mechanic you will be given guidance and support to fulfil this role.

Specific tasks of volunteers include:

- Refurbishing and stripping bikes
- Supporting and encouraging Trainees in learning how to refurbish bikes
- Assisting in the day-to-day running of the workshop, including maintain a safe workshop for all
- Assisting with publicising the project, attending events, etc. from time to time
- Assisting in the collection of donated bikes, if needed
- Providing support and cover for the Lead Mechanic, if required.
- Working within the policies and procedures of ECI that specifically relate to the Bike Bank

Note: *this role is subject to a criminal record check however having a criminal record will not necessarily preclude you from volunteering with ECI*

Attributes Required

Listed below are the attributes that we are looking for in a Volunteer Mechanic. If you are really interested in the project but not sure whether you are suitable, then **please contact us** for an informal chat.

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none">○ Friendly and approachable○ Open-minded attitude○ Willing to work within the organisation's policies & procedures○ Enthusiasm and support for the aims of the Bike Bank○ Reliability and punctuality○ Good attention to detail	<ul style="list-style-type: none">○ Empathy – able to put yourself in other people's shoes○ Able to work with people from many backgrounds
Skills	<ul style="list-style-type: none">○ Able to follow step-by-step processes	<ul style="list-style-type: none">○ Good communication skills, particularly face-to-face
Knowledge	<ul style="list-style-type: none">○ Knowledge of bicycle maintenance	<ul style="list-style-type: none">○ Manual Handling
Experience	<ul style="list-style-type: none">○ Experience of bicycle maintenance○ Life experience○ A good role model	<ul style="list-style-type: none">○ Experience of working with people with support needs
Qualifications or Training	<ul style="list-style-type: none">○ No prior qualifications or training are needed	
Time	<ul style="list-style-type: none">○ Able to commit at least 3.5 hours of your time per week	<ul style="list-style-type: none">○ Able to commit more than 3.5 hours of your time per week