



# NOTTINGHAM BIKEWORKS

Units 1-3 Ayr Street Workshops, Ayr Street, Nottingham NG7 4FX. Tel: 0115 9792433

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*Volunteers provide valuable support to Nottingham Bikeworks. You will have the opportunity to get involved in our bike community workshop's activities; meet new people, gain new skills; and discover more about bikes.*

## Events volunteer

### Role Description:

Increase our programme of awesome non-workshop activities (including fundraising events) and ensure we have a presence at relevant local events.

**Main point of contact/Reports to:** Director

**Commitment:** negotiable, indicatively **12** hours per month involvement

**Times:** ad-hoc, more time required during spring/summer

**Location:** NBW, different venues and public spaces depending on the events

### Main activities/tasks:

- NBW events
  - Design, promote and lead creative, engaging activities involving bikes on behalf of NBW, e.g. Bike rides, Bike Film Nights, talks, etc. (including fundraising events)
- External Events
  - Identify outreach opportunities for NBW and arrange our attendance including liaising with event organisers
  - Coordinate attendance of other volunteers to represent us at these events
  - Coordinate collection of resources from the workshop in advance of the event and return these afterwards
  - Engage with the public about our aims, activities, hours and general operation

**Experience/Skills:**

- Essential:
  - Managing a budget
  - Ability to use online communication (email, twitter, facebook, instagram)
  - Engaging written and verbal communication
  - Good general knowledge of our aims and activities
  - Ability to identify opportunities for community engagement
  - Events organization
- **Desirable**
  - Good local contacts
  - Friendly and outgoing demeanour
  - Having planned your own creative event, action or happening

**Training provision:**

· Induction covering health and safety, fire safety, workshop layout and procedures

**Training opportunities:**

- Free access to the workshop during open workshop sessions
- 20% off all our courses

**Additional Benefits:**

- Inclusion in the Nottingham Bikeworks volunteer community
- Supporting your local bike community project
- 20% off all stocks, parts, accessories, etc.

**To apply for this position fill in the application form and send it to:**

**[admin@nottinghambikeworks.org.uk](mailto:admin@nottinghambikeworks.org.uk)**