



NOTTINGHAM BIKEWORKS

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

Email: admin@nottinghambikeworks.org.uk; Web: nottinghambikeworks.org.uk

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