



# NOTTINGHAM BIKEWORKS

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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.*

## Open Workshop Mechanic Assistant & Teaching Assistant

### Role Description:

Work with courses attendees and open workshop customers to assist them in bike maintenance tasks and create a supportive and encouraging atmosphere.

You can be involved in the following projects:

- Open Workshop (Bike Kitchen) sessions: one-to-one support
- Bike Mechanics Courses
- Earn - a - bike programme

**Main point of contact/Reports to:** Workshop Co-ordinator (Lead mechanic) & Course tutor

**Commitment:** indicatively 6 hrs per month

**Times:** Open workshops Saturdays, full days courses or evening sessions

**Location:** NBW workshop, potential for offsite sessions

### Main activities/tasks:

- Help set up for courses and open workshops sessions
- Welcome participants and assist to set them and their bikes up in the workshop and give them a brief workshop overview
- Assist lifting bikes onto stands when needed
- Encourage people to use gloves and aprons

- Throughout the course assist learners and the tutor as required (*Teaching Assistant*)
- Work with customers to diagnose and repair their bikes (*Open Workshop Mechanic Assistant*)
- Use hands-off learning approach
- Assist Lead Mechanic and/or Course Tutor to keep the workshop tidy throughout and to time
- Assist Lead Mechanic and/or Course Tutor in ensuring each bike receives an exit check before it leaves the workshop
- Perform any other workshop tasks as delegated by the Lead Mechanic and/or Course Tutor
- Debrief with the Course Tutor/Workshop Co-ordinator
- Assist with closing down the workshop at the end of the sessions

### **Experience/Skills:**

- Essential:

#### **Teaching Assistant**

- Good verbal communication
- Intermediate bike mechanics skills
- Knowledge of bikes, components and tools (you don't need to be an expert)
- Patience and awareness of participants' needs and abilities
- Desire to provide a high quality learning experience
- Friendly and welcoming attitude
- Desire to improve mechanical and teaching skills

#### **Open Workshop Mechanic Assistant**

- Bike mechanics skills (taken Bike Mechanics 101 or similar level)
- Patience and awareness of customer needs and abilities
- Ability to communicate with staff, other volunteers and the public
- Friendly and welcoming attitude
- Ability to remain calm in a busy environment

- Desire to improve mechanical and teaching skills

- **Desirable**

- Ability to think creatively and solve mechanical problems
- Experience with hands-off learning/teaching approach
- Ability to work self-directed

**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)