



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.

Shop & Workshop Volunteer

Role Description:

Help make the NBW shop and workshop even more amazing. Tasks range from greeting and serving customers to researching and recommending parts and making workshop improvements and renovations.

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

Commitment: to be negotiated depending on availability, ideally 1 day/week

Times: during shop opening hours

Location: NBW

Main activities/tasks:

Shop:

- Greet costumers, answer enquiries in person and on the phone
- Provide information to new customers about NBW and its services
- Answer questions of shop guests or route them to the appropriate person
- Accept donations
- After appropriate training, run the till, sell products and courses
- When front desk is quiet perform any other workshop tasks as delegated by the lead mechanic

Workshop:

- Research bike parts, consumables and accessories
- Improve the workshop as a learning space with more teaching aids
- Improve information display in the workshop
- Improve storage methods and organisation of bikes and parts
- Assist with inventories
- Plan and carry out workshop renovations

Experience/Skills:

· Essential:

- Enthusiasm for bikes and cycling
- Ability to work in a team
- Ability to work self-directed

· **Desirable (Shop):**

- Patience and awareness of customer needs
- Ability to communicate with staff, other volunteers and the public
- Friendly and welcoming attitude
- Ability to remain calm in a busy environment

· **Desirable (Workshop):**

- Good knowledge of bikes, components and tools
- Experience in the bike trade
- Design, DIY skills, carpentry, metalwork

Training provision:

- Induction covering health and safety, fire safety, workshop layout and procedures
- Till operation

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