



QUEENS HALL ACTION ON POVERTY

JOB DESCRIPTION

Job Title: Mechanic / community outreach / sessional support

Salary: £9.83 PerHour

Status: Casual

Hours: Flexible as Required

Holidays: NA

Based at: Brick Works, 4 Hodson Street Wigan – normally off site / community outreach

Responsible to: Cycle Workshop Manager,

Accountable to: Queen's Hall Action on Poverty Trustees

Closing Date: 12 Noon Friday 14th January 2022

Interview Date: TBC

To Apply: Please review the Job Description and enclose your CV along with a covering letter explaining why you feel you are perfect for this role. Please upload your documents here :

<https://hr.breathehr.com/v/bank-staff-mechanic-community-18989>

Please do not register at the above link until you are ready to add your documents, once registered, you cannot amend your application or add any documents.

Please apply early as we reserve the right to bring forward or extend the deadline for applications, so please get your applications in as soon as possible.

Summary

The Brick is a growing Charity with big aspirations for people in need within our community. We provide RELIEF, RESTORATION and REFORMATION by offering a personal transitions service, unique to every person because every individual is at the heart of their own transition.

We are working with Wigan Council to deliver a major programme of work to increase rates of cycling and walking. You will play a key role in helping us to engage with local people, local families, schools, and other organisations. You will work closely with people from other services to support this campaign across the whole borough.

We are seeking to recruit a number of people who may be willing to work with us for this work campaign.

Roles will include:

- Sessional mechanic at community outreach events
- Trainer for basic level maintenance sessions (workshop or outreach)
- Practical support and buddy for other staff / volunteers attending community outreach events

Diversity

Understand and implement The Brick's Equality and Diversity Policy

Out of Hours

Be willing to undertake work during out of hours, including weekends and evenings assisting at events and workshops when necessary.

General

The post holder will be expected to:

- Operate all financial procedures in line with the Brick's systems and processes
- Perform any other duties consistent with the broad objectives of the post
- Participate in individual performance review and respond to agreed objectives
- Not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties
- Undertake other such duties consistent with the post, as jointly agreed between the post holder and Queen's Hall Action on Poverty
- Deliver the service in line with and adhere to the Policies and Procedures
- Promote good communication within The Brick and the Charity as a whole
- Ensure good time management

Good Practice

Queen's Hall Action on Poverty are committed to the safeguarding and protection of all young people and adults, In line with our Safeguarding policies. We will carefully select, train, and support all those with any responsibility within the Charity, in accordance with our rigorous recruitment and selection

Person Specification

Brick Bike programme; bank / sessional workers

	Essential	Desirable
Qualified to at least Level 2 City and Guilds in cycle mechanics		Y
Significant practical experience in riding and looking after bicycles	Y	
Ability to work with people from all kinds of backgrounds and the skill to get them to work cooperatively	Y	
Experience of working in teams with other people including volunteers		Y
Ability to communicate clearly in writing and verbally	Y	
Knowledge of health and safety requirements	Y	
Commitment to the values and ethos of the Brick charity	Y	
Passionate about cycling	Y	