**Pedal Power Project Mechanic**

**Person Specification**

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing for this post.

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|  | **REQUIREMENTS** |
| **EDUCATION and EXPERIENCE** |  | **A/I/T** |
| 1 | Educated to GCSE level or equivalent, with GCSE English and Maths – or equivalent, relevant experience. | Essential | A/I |
| 2 | Cytech or City and Guild Cycle Mechanic qualified, at least at Level 1 (preferably at Level 2). | Desirable | A/I |
| 3 | Experience with bikes/carrying out bicycle builds, and pre-delivery inspection of new bicycles is desired. | Essential | A/I |
| 4 | Experience of carrying out repairs and the servicing of bikes and the ability to deliver training sessions for bike recipients | Essential | A/I |
| 5 | Strong organisational skills to support the management of multiple aspects of the programme, including logistics and participant data. | Essential | A/I |
| 6 | Confident to be customer facing to support the needs of the local communities.  | Essential | A/I |
| 7 | Experience of working in or with voluntary sector organisations (either paid of voluntary) | Desirable | A/I |
| 8 | Excellent communication skills, able to converse and work with a wide range of stakeholders at all levels. | Desirable | A/I |
|  | KNOWLEDGE, SKILLS and ABILITY |
| 1 | Ability to build a range of bikes upon delivery from our preferred supplier(s) to meet the organisation's deadlines and support the bike giveaway roll out. | Essential | A/I |
| 2 | Able to demonstrate an understanding and empathy for challenges around poverty and deprivation. | Essential | A/I |
| 3 | The ability to maintain an electronic inventory of our bike stock and an electronic servicing record for our bike fleet. | Essential | A/I |
| 4 | Excellent problem solving skills.  | Essential | A/I |
| 5 | Clear knowledge of quality assurance processes. Experience of using quality assurance to assist service delivery. | Essential | A/I |
| 6 | Excellent team working skills, but also an ability to take ownership of work and get the job done. | Essential | A/I |
| 7 | Passion and an interest in cycling and understanding of the benefits that cycling/physical activity can bring. | Essential | A/I |
| 8 | Competent use of Office 365, outlook, and other standard office applications. | Essential | A/I |
| 9 | A good understanding of and commitment to equal opportunities and the implications for this role. | Essential | A/I |
| 10 | Able to work flexibly during the week and weekends as required. | Desirable | I |
| 11 | Car driver with access to a vehicle. | Desirable | I |
|  |  Assessed by: A= Application I= Interview T= Task |