

# The Chichester Bike Project – Bike Workshop Manager

## Job Description and Application Details



COMMUNITY



EDUCATION



EMPOWERMENT



SUSTAINABILITY



WELLBEING

### Job Title: The Chichester Bike Project – Bike Workshop Manager

Are you passionate about bikes and possess exceptional Bike Tech skills?

The Chichester Bike Project is looking for a dedicated Bike Workshop Manager to lead our dynamic workshop.

We are a Community Benefit Society (CBS) and reinvest all our profits back into our inclusive community programmes. We are a business with a social mission.

The Bike Workshop Manager is an exciting role within a completely new business. It is a critical part of the team as you are the key Customer Facing role. You will be a dynamic and enthusiastic individual who has the confidence and ability to drive our social impact objectives.

We're in the exciting early stages of building something transformative, and we're looking for passionate, driven individuals to join us on this journey. As part of our founding team, you'll have a unique opportunity to shape the direction of our business from the ground up.

This will involve communicating with a wide range of people, including our team of freelance Cycle Mechanics, Tutors and Volunteers, so we are looking for someone with excellent interpersonal and written skills.

The role includes overseeing the coordination of Bookings, the Scheduling of Events and Courses, producing Reports and Sales and Repairs.

### Role Responsibilities:

- Lead and inspire the team and volunteers at the project
- Oversee the day-to-day operations of the workshop
- Ensure timely and high-quality bike repairs and maintenance
- Be responsible for the workshop booking system

- Recruit learners and practitioners to the workshops
- Interact with customers to understand their needs and provide expert advice
- To maintain accurate record keeping
- Identify newly trained talent, promoting opportunities to join the delivery team
- Manage inventory and order supplies as needed using suppliers B2B services
- Collaborate with the directors to offer comprehensive customer service
- Be responsible for the overall performance of the store workshop
- To carry out and instruct assembly of second-hand bikes and associated products to the highest standards
- To be technically proficient and able to service a diverse range of bicycles
- Keep up to date with the latest cycling technologies including electric bikes, electronic shifting and the latest suspension systems
- As well as other team members, be responsible for daily opening and closing of retail premises
- Involvement in social media marketing and developing local business plans to attract new business to the workshop
- Working in both sales and repair when necessary to cover days off and busy periods
- Ensure the training venues and any public events are of a high standard of cleanliness and presentation

**What Makes You the Ideal Candidate:**

- Minimum of Cytech Technical One qualification
- Ideally E-bike knowledge
- Proven experience in bike workshop management and mechanics
- Strong leadership and communication skills
- In-depth knowledge of bike mechanics and repairs
- Customer-focused approach with excellent problem-solving abilities
- Good IT skills with an understanding of booking, ordering and software
- Knowledge of various bicycle brands, models, and components.
- Strong attention to detail and a commitment to quality workmanship
- Collaborative spirits who believe in the power of working together to achieve more
- Visionaries: People who see beyond the present and are excited by the potential of what we can create together
- Builders: Hands-on individuals ready to roll up their sleeves and turn ideas into reality
- Problem Solvers: Innovative thinkers who thrive on tackling challenges and finding creative solutions
- Team Players: Collaborative spirits who believe in the power of working together to achieve more
- Respectful Communicators: Individuals who understand the importance of treating everyone with respect and valuing diverse perspectives

### **Benefits of working at the Chichester Bike Project:**

- Competitive salary with performance-based bonuses
- Ride to work schemes available
- Employee discounts on our range of bikes and accessories
- Opportunities for professional development and training
- A vibrant and inclusive workplace culture

### **Salary and Conditions:**

Salary: £28,000 to £30,000

Hours: Full Time

Leave: 25 days

Workplace Address: Longacre House, Longacre Way, Shopwykes Lakes, Chichester, PO20 2JG

### **How to Apply - To apply for the Bike Workshop Manager follow these steps:**

1. Email Your Application - Send your CV and cover letter to [hello@chichesterbikeproject.com](mailto:hello@chichesterbikeproject.com)

#### **Deadline for Applications is midday Wednesday 25<sup>th</sup> September**

2. Subject Line - Use the subject line "Application for Bike Workshop Manager - [Your Name]."

3. Introduction - Briefly introduce yourself in the email and explain why you are the best candidate for the position.

4. Share Your Achievements - Include any relevant achievements or projects that showcase your skills and passion for the cycling industry.

5. Availability - Let us know your earliest start date and any scheduling preferences.

6. References - If available, include references or provide contact information for them.

**Right to Work:** Please note, we are only able to accept applications from candidates who have the right to work in the UK.

**Equal Opportunities:** The Chichester Bike Project is committed to inclusion. We want to ensure that our team represents a wider cross-section of society, this means providing access to everyone. If you require any reasonable adjustments to be made to support you in applying or at interview, please do let us know.

We appreciate your interest in joining the Chichester Bike Project team. Successful candidates will be contacted for an interview. Thank you for considering us for your next career move!