



## WEST LOTHIAN BIKE LIBRARY CIC – CYCLE MAINTENANCE

### Role Profile for **Cycle Maintenance Volunteer**.

#### **The Organisation:**

West Lothian Bike Library (WLBL) is a not for profit, community interest company. We help people to get active and connected through cycling and associated activity. We aim to tackle inequalities in health by making cycling an activity for all, regardless of background, income or ability.

Our projects and activities aim to improve health and increase independence, confidence, employability and skills. Where cost is a barrier to cycling, we donate and/or loan free of charge recycled bikes to those in need.

We offer low cost repairs and sales of recycled bikes meaning more people can own a bike and keep it on the road cheaply, whilst raising funds to enable us to donate services to those who need them.

#### **The Role:**

This role is a progressive one depending on experience and qualifications. It encompasses the following tasks:

- Carry out maintenance to cycle lending library bikes, donated bikes and customers' bikes, in accordance with their level of Cycling Qualification. This will involve regular routine checks, servicing and repairs/recycling as required.
- Repair simple inexpensive cycle issues and advise cycle owners what other repairs would be required to make bikes roadworthy. Volunteers will first attend session one, of "led cycle ride" programmes, to carry out these Dr. Bike sessions.
- Explain and demonstrate repairs to other volunteers and cycle owners. This upskilling will benefit the community and support the sustainability of WLBL.

Appropriate Training will be available. Where there is a cost attached to training, it is expected that the volunteer will use their entitlement to ILA allowance in the first instance.

For insurance purposes, it is essential that volunteers only carry our tasks within the remit of their allocated role. We value your experience and knowledge, if you have maintenance skills beyond the scope of your volunteer role, please let us know so we can take steps to ensure that appropriate insurance cover is in place for you prior to any adjustments/repairs being made.

**Responsibilities:**

- Participate in appropriate training prior to carrying out maintenance
- Carry out repairs/servicing/recycling of bikes, including adaptive bikes, according to the direction of the workshop lead.
- Complete required paperwork relating to servicing.
- Carry out all tasks with respect to the health and safety to yourself and others.
- Demonstrate respect for other volunteers, cyclists and staff.
- Maintain the confidentiality of data and information belonging to WLBL, their staff, volunteers and Customers.
- Attend further training sessions as appropriate.

All volunteers must agree to our [Volunteer Commitment](#) prior to commencing a role with us.

**Personal Requirements:**

- Aged 18 or over
- Attention to detail
- Reliable
- Enthusiastic about cycling/mechanics
- Motivated and able to use initiative

**Location:**

Crofthead Community Centre with occasional travel within West Lothian by arrangement. Expenses will be paid in line with WLBL Expenses Policy.

**Commitment Required:**

Time commitment to be discussed and agreed prior to commencement.

A minimum time commitment and the expected duration of the volunteering experience will be discussed and agreed by the Project Coordinator prior to the Volunteer undertaking any training.