



## WEST LOTHIAN BIKE LIBRARY CIC – GENERAL

### Role Profile for **General 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.

WLBL runs an Inclusive Cycling scheme with a pool of adaptive bikes for people with additional support needs. We offer training and led rides, designed to help improve cycling confidence.

#### **The Role:**

This role is about supporting WLBL activities, social objectives, overall goals and brand by carrying out a range of tasks as agreed with Project Coordinator.

- Tidying/improving stores
- Cleaning bikes
- Manual tasks
- Opening office to the public.

#### **Responsibilities:**

- Ad hoc manual tasks as agreed with Project Coordinator.
  - Carry out Practical /DIY tasks.
  - Carry out garden maintenance.
  - Clean bikes and equipment.
  - Move bikes and equipment to and from storage areas.
- Collect and record bikes handed in for service/donated whilst on duty at office (by prior agreement)
- 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.

Training may be available in cycling related activities, social media etc. This will be assessed on an individual basis and subject to minimum commitment levels.

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

**Personal Requirements:**

- Aged 18 or over.
- Friendly, approachable and sociable.
- Reliable.
- Able to work alone.
- Motivated.
- Ability to follow instructions.

**Location:**

The role is based at Crofthead Community Centre with occasional travel. Expenses will be paid in line with WLBL Expenses Policy.

**Commitment Required:**

This role flexible in the number of hours required from a minimum commitment of one hour per week. However, it is essential that the post holder is reliable and can be depended upon to carry out agreed activities at agreed times.