Bike Project Manager – Job Description

Pay: £16,000-£20,000 per annum (£32,000-£40,000 FTE) + 3% pension contribution

Hours: 20 hours per week. Some meetings and events take place during evenings and weekends. Specific office hours to be agreed with the successful candidate.

Contract: Initially a 1-year contract, with the possibility of extension dependent on funding and performance.

Holiday Entitlement: 18 days per year (pro rata 36 days FTE, including bank holidays).

Location: Sheffield Community Bike Project, 39 King Street. At least 50% to be worked from the office.

Application Details: Please send a CV (max. 2 pages) and a cover letter (max. 2 pages) setting out how you meet the person specification and why you would like the job, to pete@scbp.org.uk with the subject line: "*Your Name*: SCBP Bike Project Manager Application". Please use the STAR method to evidence relevant skills and experience, including unpaid work where applicable.

If you would like to speak to Pete (CEO) about the role you can ring +44 7356 227 385. You are also encouraged to come along to one of our sessions, fix your bike, and see what we are about. Let us know if we can make the application process more accessible for you.

Closing Date: 23:59 on Wednesday 10th December 2025.

Interviews: To be held in person week beginning 15th December 2025 or earlier for early applicants.

About the Role

Sheffield Community Bike Project is a not-for-profit community cycle repair workshop that aims to improve access to cycling through three main activities:

- Free (donations appreciated) access to tools and workshop space for DIY cycle repairs, with support from our volunteer team. This includes some sessions for specific groups.
- Offering affordable new and used parts, and refurbished second-hand bikes for sale.
- Focussed cycle maintenance training sessions to upskill our community.

SCBP is seeking to appoint a Bike Project Manager. Working closely with the CEO, trustees and volunteers, you will play a key role in ensuring our community workshop thrives as a welcoming, organised and sustainable space.

The successful candidate will oversee the day-to-day running of the project, support and manage our volunteer team, and develop new systems and initiatives to support the organisation's growth. Your ability to manage volunteers to assist in the behind the scenes running of the project will be key. Please see the nominal granular responsibilities of the role in the table below.

Subject to funding, we will hopefully be hiring for a "Bike Project Administrator" role in the near future. This role may be managed by the Bike Project Manager.

SCBP is at a key moment of growth. Having taken on workshop premises in September 2024, we are now working to increase the number of sessions that we run, streamline our volunteer and participant experience, and expand the breadth of provision that we offer. At the same time, as a grassroots charity, central to our ethos is nurturing a sense of community ownership and collaboration. We aim to make the project a friendly, welcoming place to volunteer for people of all backgrounds and experiences. Another key part of our culture is our "hands-on-tools approach": participants are encouraged to do cycle maintenance themselves with help from our volunteers.

We are a flexible organisation, so if you are unsure if the job as described would work for you, or you don't have experience in all the areas, but would be an excellent candidate for the role (we are looking for someone who can work independently, take initiative and provide strong leadership to our volunteer team), we'd like to hear from you anyway, we are open to discussion on many points.

Key Responsibilities	Indicative average time per week (hours)
Managing the day-to-day running of the project. Organising the volunteer rota. Supporting volunteer Session Leads and Mechanic Leads where needed. Carrying out stock checks and ordering new stock.	4
Managing fundraising work, including managing the grant pipeline, writing funding bids, helping to approach local businesses for donations, and promoting the monthly supporter programme.	3
Maintaining relationships with regular volunteers. Implementing strategies to improve volunteer retention.	2.5
Essential admin (e.g. bills, insurance, fire alarm checks, Gift Aid claims, filing receipts, accounts, record-keeping).	2.5
Improving operational systems, eg: ● developing a new volunteer management database system ● automating our KPI reporting ● procuring an improved till system ● improving guidance for session leads so that we can run sessions more smoothly and increase workshop income.	2.5
Leading on volunteer recruitment, organising inductions and training, focussing on underrepresented groups in the cycle maintenance world. Recruiting session and mechanic leads from the pool of existing volunteers.	1
Making the workshop more intuitive, including creating displays, videos and signage.	1.5
Organising our ongoing programme of mechanical training for women interested in volunteering.	1
Overseeing the website and social media.	0.5
Attending the monthly volunteers meeting. Attending the AGM. Attending other events.	0.75
Developing and overseeing new projects and programmes (e.g. refugee sessions, youth programmes, earn-a-bike, training schemes).	0.75
Filling out timesheets and meeting with the CEO to discuss the week's work.	0.75
Reviewing and developing policies.	Adhoc
Personal development and training.	Adhoc
Dealing with complaints, incidents and safeguarding concerns arising.	Adhoc
Other reasonable duties to further the aims of SCBP.	Adhoc
TOTAL	**20**

SCBP particularly welcomes applicants from groups underrepresented in cycling. We are happy to discuss reasonable adjustments or flexible working arrangements to suit individual needs.

The following table shows the qualities and experience we are looking for. You don't need to meet them all but you should excel in at least some and have a reasonable competence in most. In your application, please address the indicated "yes" in the application column.

Person Specification	Application	Interview
Essential		
Excellent communication and interpersonal skills. Ability to have difficult conversations.		Yes
Experience managing volunteers or working within a volunteer-led environment. Experience managing people. Able to delegate effectively and follow up on tasks.	Yes	Yes
Reliable and organised. Able to carry out essential regular tasks consistently. Able to prioritise tasks effectively.	Yes	Yes
Proficiency with fundraising, including grant applications or donor engagement.	Yes	Yes
Fluent in the use of Google Workspace, Spreadsheets, Databases	Yes	Yes
Experience designing and implementing new systems. Efficiency driven approach.	Yes	Yes
Experience with external communications: social media, press etc.	Yes	Yes
Experience in project management.	Yes	Yes
Commitment to Equality, Diversity & Inclusion.		Yes
Right to work in the UK.		Yes
Desirable		
Understanding of Sheffield Community Bike Project or similar community organisations.	Yes	Yes
Experience producing video and graphic content.	Please link to a video and/or graphic output you have made.	
Confident public speaking and delivering training.		Yes
Experience developing or implementing new policies.	Yes	Yes
Experience dealing with safeguarding concerns.	Yes	Yes
Knowledge of GDPR and experience handling sensitive data.		Yes