

Tutor Mechanic for Charity Bicycle Refurbishment Project



Job Description

Overview:

To support the work of the charity's bicycle refurbishment project, alongside our existing bicycle mechanic tutor. Teaching clients skills in:

- Bicycle repair, refurbishment and servicing
- Customer service
- ICT

Working days: Camtrust is open Monday to Thursday 9am-4pm and Friday 9am-3pm

Hours: 16 hours per week, ideally worked over 3 days

Salary: £9.50 per hour

Contract: 12 months initially, with the aim to extend this

Requirements: Two references (one from your previous employer).
Evidence of eligibility to work in the UK, as applicable.
Commencement of the job is dependent on an up-to-date enhanced DBS certificate being obtained by Camtrust.
A 3-month probationary period will apply.

About Camtrust:

Camtrust is a charity for adults with physical disabilities and learning difficulties. The main objective of Camtrust is to offer training for independent living, encouraging social interaction, confidence building and wellbeing in an inclusive and supportive environment. Our clients are aged from 18 years upwards and the programmes are open to all.

Camtrust is based in Impington and is community-driven. It has a partnership with the local community café to offer work experience (something that is currently on hold due to Covid-19) and the charity is supported by its bicycle refurbishment and resale project. Camtrust also offers a copy and printing service.

Thanks to a grant from The Evelyn Trust, Camtrust is able to employ someone to join our friendly team and help grow the bicycle refurbishment project, initially for 12 months. Our ambition is to continue this employment past the 12-month contract,

should we have built enough business and/or secured additional funding to support the position into the future.

Main Duties and Responsibilities:

- To support the process of teaching and learning during individual and group sessions by helping monitor and regulate student activity as allocated by the Senior Tutor
 - To assist with recording and maintaining daily records of students' progress and achievements
 - To monitor and advise students as necessary
 - To refurbish donated bikes for re-sale
 - To service, repair and refurbish bikes for members of the public
 - To establish the online sale of refurbished bikes and client involvement with this
 - Take and upload photos of bikes for sale to Camtrust's website and a selling page (not done at present)
 - To price refurbished bikes for sale and servicing costs
 - To record sales made by the project and take payment via cash and card
 - To make sure there is a stock of parts and purchase as necessary
 - To ensure donated bikes and parts are stored in an orderly way
 - To manage the bike diary, booking service appointments
 - To monitor a bike inbox and respond to emails
 - To label and record incoming bikes
 - To note and pass on to the relevant personnel any safeguarding issues/concerns
 - To operate as a team member
 - To monitor health and safety of students
 - To participate in appropriate opportunities for staff development
 - To share pastoral duties with staff team and liaise with carers as necessary
 - To attend meetings as required
 - To support students in extracurricular activities, e.g. outings and to undertake any other duties as requested
 - To carry out any other duties commensurate with the post
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How to apply:

Send the following by email or post (details below) to Lilly Mungovan, Centre Manager:

- Up-to-date CV
- Names and contact details of 2 referees including your most recent employer. These cannot be a family member
- Covering letter **referring closely** to the Job Description and Person Specification requirements, explaining your suitability for the post including examples of past experiences where possible
- Completed Equality and Diversity Monitoring Form

Closing date for applications is **4th March 2022**.

For further information or to arrange a visit, please contact Lilly.

[Camtrust, 22 Cambridge Road, Impington, Cambridge CB24 9NU](#)

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