**Job title:** Workshop Manager Job Share

**Reporting to:** Back2Bikes Chairman

**Salary:**  Salary Negotiable depending on experience and qualifications

**Hours:** Permanent Part Time 9am-5pm typically Thursday-Saturday

**Location:** Port Melbourne, Victoria Australia

## Purpose of the position

The workshop manager position is to ensure the smooth flow of work by volunteers, including repairs to clients bikes and refurbishment of donated bikes.

## Responsibilities and duties

Assign or perform the following and other tasks:-

Bicycle repair tasks according to volunteers abilities.

Catering for the volunteers lunches

Cleaning to Covid Standards

Advertising on Gumtree and Facebook

Ordering of stock, tools and consumables to maintain throughput of bicycles

Volunteer orientation and training

Sales of bikes

Reconciliation of daily sales and communication with the bookkeeper.

## Academic and trade qualifications

Desirable qualifications

* Certificate level in bicycle repair
* Any tertiary level diploma or degree which may be relevant to your duties

## Work experience and skills

Desirable experience

* A level of bicycle expertise such that the applicant could teach a 6 x 1.5 hour course in Introduction to Bicycle Mechanics
* Some background working in retail, human services or teaching
* Administrative skills to a level necessary to ensure successful operation of the workshop

## Personal qualities and behavioural traits

Essential qualities or behaviours

* A high level of interpersonal skill in dealing with both clients and volunteers of varied backgrounds.
* The ability to continually reassess and reschedule workflow to achieve repairs in a timely manner with a volunteer workforce
* An ability to encourage and enthuse volunteers to maintain a high quality of work.
* Be able to co operate and communicate in a work share position with the Co Workshop Manager

**Relationships**

The position will be trained by one of the current co workshop managers.

The workshop manager reports to the Chairman of Back2Bikes

The workshop manager will attend the regular meetings of the volunteer advisory group

**Review Date**

The position will be reviewed with the chairman after an initial 3 months trial.

**Application**

Please apply in writing to by 15th July 2020 to

 workshop@back2bikes.com.au

Any queries relating to your job application should be sent to the above address. This includes requests for our Volunteer Handbook which give a good overview of the position within the overall organisation. The handbook also covers the position of Back2Bikes in relation to social and gender equity.