
Your job

Job Title: Wellbeing Cycle Mechanic

Service: Strategy and Innovation - Be Well

Grade: G4

Reporting to: Activation Manager (Be Well)

As a Be Well Cycle Mechanic, you will be part of a team helping to increase participation in cycling across the Wigan Borough. You will support management in delivering and driving an offer that meets the need of the local community across education, workplace and community settings.

You will be responsible for the maintenance of the Be Well fleet of cycles, the delivery of Dr Bike sessions, the recycling of bikes and to support the wider Be Well team to increase cycling participation. The role will support individuals to make long term changes in behaviour focussing on active travel being the preferred choice for short journeys.

The hours are in accordance with the needs and demands of the service, regular evening and weekend work are part of the requirements of the post. A full driving license and use of a vehicle is essential.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

On an ongoing basis you will:

- Be responsible for the delivery of cycle maintenance sessions (Dr Bike) across various settings and venues across the Wigan Borough.
- Be responsible for the maintenance and servicing of the of the Be Well fleet of bicycles including adapted bikes.
- Attend meetings and training relevant to the role.
- Attend Bike Library sessions.
- Transport tools, equipment and bikes using a Council vehicle.
- Support events and sessions as part of a wider Council Cycle Team.
- Oversee the daily workload in the cycle workshop.
- Supervise work, check completion, and deliver work to high quality
- Understand all process and procedures and set the example for others.
- Maintain good administrative records.
- Manage stock and order tools and parts.
- Help to maintain a positive workshop environment with good housekeeping standards.
- Potential to deliver bicycle maintenance training (basic and higher level) to small groups to a high standard.
- Advise customers and other organisations on the right solution for their needs.
- Support the management and mentoring of trainees and volunteers.
- Ensure all equipment required to deliver programmes is maintained to the specified standard for safe usage including cleanliness/ hygiene standards.
- Update and maintain accurate records to capture participant numbers in conjunction with business KPI's .
- Integrate your role when required with Be Well services to assist in wider deliver and engagement of our customers and residents within the borough.
- Attend any qualifications that would be deemed appropriate to support an improved service delivery.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Hold a recognised cycle service qualification.
- Be passionate about cycling and active travel.
- Have a full driving license and be capable of driving a Council vehicle.
- Be enthusiastic, flexible and able to adapt to varied working hours depending on the needs of the service.
- Have experience of working across school and community settings.
- Be able to plan and manage your own time to meet deadlines.
- Can work in a busy environment, managing and prioritising demands whilst maintaining high standards of service and remaining patient with participants.
- Be able to maintain and keep up to date records through various IT systems.
- Have good organisational, verbal and written communication skills.
- Have the ability to use your own initiative and work flexibly as part of a team.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”