

Bike Maintenance Champion Role Description

Purpose:

To assist with the maintenance of bikes used on our local recreational cycling programme and to inspire others in the community to learn how to fix bikes and get involved in cycling activities. These cycling activities will help people to improve their health and wellbeing, as well as giving people opportunities to socialise, meet new people, have fun and reduce isolation.

Skills and qualities that we are looking for in a bike maintenance champion:

- Enthusiasm for learning new skills and fixing bikes
- Willingness to learn and undergo bike mechanic training
- Reliable, punctual and organised
- Able to give up some spare time to volunteer
- Willingness to pass on knowledge and experiences to others who may wish to learn how to fix bikes
- Friendly and approachable manner
- Willingness to work as part of a team



What is the time commitment required?

Bike maintenance champions will support the fixing of adhoc and routine maintenance issues on bikes at local cycling hubs. Adhoc fixing of problems, such as tyre removal and fixing punctures, rubbing brakes, jumping gears, replacing/refitting chains when they come off/break, will require approximately 20-60 minutes of time dependent on the issue and number of bikes with reported faults. You may also be asked to support an annual service on the bike fleet at your local cycling hub, assisting a professional mechanic's service.

If supporting or leading workshops to help others learn to fix their own bikes, then typically these sessions would last around 50 minutes to 1 hour. You may also spend some additional time doing refresher training. We request that bike maintenance champions support their local cycling hub with a minimum of 6 hours of their time per year, e.g. fixing reported faults at least once every 2 months.

In return for volunteering as a Bike Maintenance Champion, you will receive:

- Full training with a nationally recognised and well respected organisation – Provider TBC.
- Access to resources and equipment to help you fulfil your role.
- Additional FREE training offered i.e. safeguarding, first aid, mental health first aid.
- Opportunity to develop your skills, abilities and experiences with bike maintenance.
- Opportunity to meet new people including like-minded members of your community.
- Opportunity to share your skills and inspire others to learn new skills.
- Opportunity to be more physically active yourself and support your local community.

Specific tasks and duties of a bike maintenance champion:

- Commit to fixing faults at your local cycling hub on a regular basis.
- Ensure that all bike maintenance tools/equipment is well looked after and maintained, ordering replacement parts/equipment via Solihull Active where required.
- Be familiar with the protocols for the local cycling hubs, e.g. health and safety, risk assessments, fault reporting, re-instating bikes after fault fixing, escalating major faults for professional trade mechanics to fix.
- Work as part of a team with other local bike maintenance champions.
- Complete basic post-fix paperwork, about maintenance work carried out, and send to Solihull Active.
- If delivering or supporting a bike maintenance workshop for local people, to help them learn new skills:
 - Ensure a participant attendance register is completed for each session and then submitted to Solihull Active afterwards. Template registers are provided.
 - Meet and greet participants welcoming them to the session before the start.
 - Show participants how to set up a bike correctly and check it regularly, how to maintain a bike and fix basic simple faults, such as punctures.



- Carry a mobile phone and be aware of where the first aid kit is, and report any incidents/accidents to Solihull Active.
- If paper copy registers have been used, ensure registers get sent to the Solihull Active team, Council House, Manor Square, Solihull, B91 3QB or solihullactive@solihull.gov.uk
- Only attempt to fix bike faults that are within your skillset and that have been covered in your training. All other faults should be escalated to Solihull Active.

Contact details

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