

Job Description: Community Bike Mechanic

Organization: Preston Pedals (Not-for-Profit Cooperative)

Location: Preston Pedals Cycle Hub @ Preston Train Station, Lancashire

Position Type: Part-time 20-24 hours over 4 days (Mon, Wed, Fri, Sat)

Rate of pay: £13-15 per hour, self employed for initial 6 months

Reporting To: Preston Pedals Board

At Preston Pedals, we believe more people cycling leads to a healthier, happier community and a greener environment. As a non-profit cooperative, our mission is to break down barriers to everyday cycling across Preston by:

- Refurbishing donated bicycles to save them from landfill.
- Offering reasonably priced bicycles and cycle repairs/servicing
- Organising community 'Dr Bike' sessions and DIY repair workshops.
- Supporting beginner and returnee cyclists and others through learn to ride sessions and social led rides.

Role Overview

We are looking for a qualified and approachable, community-minded bike mechanic to join our team of friendly and committed volunteers to work at the Cycle Hub at Preston Train Station. Being able to work collaboratively is essential.

In this role, you won't just be into fixing bikes you'll be motivated to build people's confidence and help Preston Pedals promote sustainable travel. You will split your time between commercial activities such as assessing, repairing, and servicing bikes, as well as working with volunteers to refurbish donated bikes for rehoming as well as for sale. You will facilitate community repair/up-skilling sessions where you share mechanical knowledge with people of all backgrounds and skill levels to help increase independence.

Key Responsibilities

1. Mechanical & Workshop Operations

- **Repairs & Servicing:** Assess bikes for repair and servicing brought in by members of the public. Perform general repairs, tune-ups, wheel truing,

gear/brake indexing, and component replacements on a wide range of bicycles (road, hybrid, mountain, utility). Keep records to share with customers.

- **Workshop Upkeep:** Coordinate the rota for the Cycle Hub, keep the hub workspace clean, organised, safe, and fully stocked with tools and recycled/new parts.
- **Quality Assurance:** Ensure all bikes leaving the workshop meet British Safety Standards and organisational safety protocols.
- **Bike Refurbishment:** Inspect, diagnose, and participate in overhauling donated bikes alongside volunteers to ensure they are safe, roadworthy, and ready for community distribution or sale.

2. Community Engagement & Education

- **Teach & Empower:** Run or support DIY fix-it sessions, guiding participants through basic bike maintenance so they gain confidence in looking after their own bikes.
- **Outreach / Dr Bike:** Lead mobile pop-up repair pop-ups across Preston (e.g., at parks, schools, community centres) to offer free safety checks and micro-repairs as required under Cycling UK Big Bike Revival or council adult cycling programmes.
- **Volunteer Mentorship:** Mentor and supervise workshop volunteers, assisting them with mechanic techniques and fostering a welcoming team atmosphere.

3. Cooperative & Administrative Support

- Log completed repairs, donated bike intakes, and workshop inventory to help keep accurate records.
- Uphold the inclusive, co-operative ethos of Preston Pedals, treating all participants, volunteers, and visitors with respect.
- Support social rides or community events as needed.

Person Specification

Essential Skills & Experience

- **Mechanical Expertise:** Proven experience in bicycle repair, maintenance, and custom builds (e.g., Cytech Level 2/3, C&G, or equivalent hands-on workshop experience).
- **People & Communication Skills:** Friendly, patient, and capable of explaining technical concepts simply to non-mechanics.
- **Community Focus:** Passionate about active travel, sustainability, and breaking down social barriers to cycling.
- **Problem Solving:** Ability to creatively fix, re-use, and adapt parts on older or non-standard donated bicycles.

Desirable

- Experience teaching, mentoring volunteers, or running group workshops.
- Experience working within a co-operative, non-profit, or social enterprise model.
- Valid UK Driver's License (helpful for transport to off-site Dr Bike pop-ups).
- First Aid certificate.

Benefits & Work Culture

- Flexible, supportive environment within a member-driven co-operative.
- Opportunity to make a tangible social and environmental impact in Preston.
- Staff discount on parts and bikes.
- Training and professional development opportunities.

27th August 2026