

Information about the Vacancy

What is the Job?

Norwich Bicycle Repair Co-operative Ltd (NBRC) is seeking a new member to work in our busy workshop based at the University of East Anglia Campus. NBRC is a fully mutual workers' co-op, so our permanent employees (members) are all directors of the business and not only do the routine work of the business but share the responsibility for management too.

NBRC is a growing business serving the students and staff of UEA and the local area. We formed in November 2013, and we're already in high demand, delivering the UEA Dr Bike contract and we have scope for further expansion in the future. We're a not-for-profit organisation with a strong ethical and environmental ethos.

Job description overview

- Mending and refurbishing bicycles to a professional standard
- Undertaking routine record keeping associated with running a bicycle shop and workshop
- Undertaking bicycle safety checks
- Explaining our services, repairs and products to service users and taking payments
- Taking shared responsibility for the running, financial management and development of the business
- Taking shared responsibility for the mundane but necessary tasks like cleaning, washing up and maintenance.
- Working co-operatively with other members, including attending management meetings.
- Anything else that should arise - we're a new business so new challenges are a reasonably regular occurrence!

You won't need to do all of these things right away, but you will need to be able to contribute to some of them from the beginning and be willing to learn the rest.

We're looking for someone who wants to do more than just mend bikes, but is also interested in becoming a full and active member of our Co-operative with joint responsibility for the organisation, management and development of our young business. This is not the kind of post where you just turn up, do work and go home - we're looking to recruit someone who's passionate about bikes, really cares about what NBRC is trying to do and shares our environmental and ethical goals. We're also looking for someone who has commitment to the job as the trial period for membership takes 6-9 months and really getting up to speed with all aspects of the job may take even longer.

Hours and Pay

The job is initially for 24-26 hours per week. We will need you to work full days (8-9hours)

although the days and hours may be negotiable. There may be scope to extend your hours in the future. If you get to the interview stage we will want to discuss exactly which hours and days you will work, but it will need to be a minimum average of 24 per week during our normal working hours (8.15am - 5.30pm, Monday to Friday), so make sure you are able to do this before applying.

The job also has above the statutory minimum (5.6 weeks) paid holiday. Aside from bank holidays and two weeks at Christmas, holiday is negotiable and agreed by consensus.

The starting wage will be a minimum of £8 per hour; rising to at least the current living wage as set by [The Living Wage Foundation](#)) and £9 if you succeed in being accepted as a full member. As a full member you'll be involved in deciding how wages are set - we always aim to make these a fair reflection of the responsibility associated with each particular job within the co-op.

How do I apply?

If you would like to apply for this position please read the **five** Job Applicant Criteria (see job description) which describe the aptitudes and skills we are looking for. If you still think you'd like to apply then write us a letter explaining why you would like to be a member of our co-op, making sure it includes information about your skills, experience and aptitudes for each of the **five** criteria.

We will only be able to consider applications that contain *both* a letter and a CV

As we've mentioned, it is not necessary to have lots of experience for all the criteria we mention right away. However we would like to see evidence that you've thought about all of the criteria; can show that you have relevant skills and experience in some areas; and have the aptitude to develop areas where you have less experience over the job's trial period. By aptitude we mean evidence that, for example, you have a systematic, problem-solving approach; you have previously gained proficiency in a craft, mechanical or technical skill and/or you are able to effectively manage your own learning.

Also, while there are a lot of skills we are looking for, "being best at writing letters" is not the most important of them. So if this application process seems daunting, it's fine to get some help writing your letter, so long as the skills and experience you describe in the letter are true and a fair reflection of your abilities. We'd appreciate it if you mention in your letter if you've had assistance drafting it.

Please include a copy of your CV with this letter – the CV need only be brief, but must include your contact details (**with email address**), and the names and addresses of **two referees**.

We can only accept applications that include a letter (written specifically, not a standard covering letter) and a CV.

Deadlines and key dates

The deadline for applications is 2pm on Friday 1st December. We will email applicants that have been short-listed for interview by 10 am on Thursday 7th December. Sorry, we will only have time to reply to your application personally if you have been shortlisted for interview.

We will be conducting interviews shortly after applicants have been shortlisted. Interviews typically last 1 to 2 hours and involve some practical elements so that you can demonstrate your knowledge. You will need to bring proof that you are eligible to work in the UK to your interview. We hope for the successful applicant to start around 29th January.

What happens next?

The successful applicant for this post will initially be recruited as an employee of NBRC on a temporary contract for between 6 and 9 months (depending on initial skill level). During this trial period either the applicant or NBRC can terminate the contract with 4 weeks notice. There will be a clear plan for demonstrating/developing all the skills and experience needed to become a full member of NBRC (over the trial period, with routine reviews to monitor progress). If, at the end of the temporary contract, we are happy with you as a member of the team, we will invite you to become a co-op member, which you can accept if you wish. Becoming a full member of NBRC requires becoming a director of NBRC, is a permanent role and involves having equal rights and responsibilities within the organisation as all other members.

We hope our new recruit will be able to start working with us in September.

Applications should be sent to:

Norwich Bicycle Repair Co-operative Ltd
20 Savery Close Norwich
Norfolk
NR5 8NJ

by Friday 1st December 2017