

## Sheffield Community Bike Project - Job Pack



**Pay:** £16,900 per annum (£48,750 FTE) + 3% pension contribution

**Hours:** 13 hours per week. Some meetings and events take place during evenings and weekends. Specific office hours to be agreed with the successful candidate.

**Contract:** Initially a 1-year contract, with the possibility of extension.

**Holiday Entitlement:** 12.5 days per year (pro rata 36 days FTE, including bank holidays).

**Location:** Sheffield Community Bike Project, 39 King Street. At least 50% of hours to be worked from the office.

**Application Details:** Please send a CV (max. 2 pages) and a cover letter (max. 2 pages) setting out how you meet the person specification and why you would like the job, to [joy@scbp.org](mailto:joy@scbp.org) with the subject line: "Your Name: SCBP CEO Application". Please use the [STAR method](#) to evidence relevant skills and experience, including unpaid work, where applicable.

The recruitment process is led by the Board of Trustees. If you would like to speak to us about the role you can contact Joy, Co-Chair of the Board, on [joy@scbp.org.uk](mailto:joy@scbp.org.uk) who can arrange a conversation with one of the trustees. You are also encouraged to come along to one of our sessions, fix your bike, and see what we are about. Let us know if we can make the application process more accessible for you.

The Trustees of Sheffield Community Bike Project particularly welcome applications from people who are underrepresented in cycling - including people from Black, Asian and minority ethnic communities, disabled people, women, and people from low-income backgrounds. We are committed to building a team that reflects the communities we serve.

**Closing Date:** Friday 5th June

**Interviews:** To be held in person on Wednesday 17th June in Sheffield.

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### About the Role

Sheffield Community Bike Project is a not-for-profit community cycle repair workshop that aims to improve access to cycling through three main activities:

- Free (donations appreciated) access to tools and workshop space for DIY cycle repairs, with support from our volunteer team. This includes some sessions for specific groups.
- Offering affordable new and used parts, and refurbished second-hand bikes for sale.
- Focused cycle maintenance training sessions to upskill our community.

The CEO will lead Sheffield Community Bike Project to successfully carry out its charitable aims, working closely with the Board of Trustees, Bike Project Manager and volunteers. This will include providing strategic leadership, building the organisation's long-term sustainability, securing the funding that enables our work, and supervision of any other paid staff. Please see the responsibilities for the role in the table below.

SCBP is at a key moment of growth. Having taken on workshop premises in September 2024, we are now working to increase the number of sessions that we run, streamline our volunteer and participant experience, and expand the breadth of provision that we offer. This is a genuine opportunity to shape what SCBP becomes as an established institution - not just to maintain what exists. At the same time, as a grassroots charity, central to our ethos is nurturing a sense of community ownership and collaboration. We aim to make the project a friendly, welcoming place to volunteer for people of all backgrounds and experiences. Another key part of our culture is our “hands-on-tools” approach: participants are encouraged to “learn-by-doing” cycle maintenance themselves with help from our volunteers.

It is important that the CEO embodies our shared ethos of promoting and supporting access to participation in cycling, for the benefit of the Sheffield community and the protection of the environment. The CEO should also uphold SCBP’s values of shared responsibility and consensus building.

If you are unsure if the job as described would work for you, but believe you would excel in this role, we’d love to hear from you. We are looking for someone who can lead independently, build relationships, secure resources, and help SCBP grow - and we are open to discussion about how the role might work for the right candidate.

We recognise that this is an ambitious set of responsibilities for a part time role. There will be regular prioritisation of key responsibilities with the Board of Trustees and in one to one supervision with the Chairs.

<b>Key Responsibilities</b>
<b>Strategic leadership and organisational development</b> - setting and driving long and short term strategy in partnership with the Board of Trustees, and building SCBP's capacity as an established institution.
<b>Financial sustainability and fundraising</b> - securing the income that enables SCBP's work, including grant applications, donor engagement, and earned income development. Overseeing financial strategy and ensuring the organisation lives within its means.
<b>Line management of the Bike Project Manager</b> and any other paid staff - providing regular supervision, support and accountability, and ensuring operational delivery is on track.
<b>External representation and partnerships</b> - acting as a public-facing spokesperson for the charity, building relationships with funders, partners, statutory bodies and the wider community. Enabling others to take this role where beneficial.
<b>Internal leadership and culture</b> - nurturing a positive, inclusive organisational culture across staff, volunteers and trustees, consistent with SCBP's values.
<b>Governance and compliance</b> - working with trustees to meet SCBP's legal obligations as a charity, retailer, premises leaseholder and public-facing organisation. Overseeing

development and periodic reviews of charity policies. Carrying out incident review processes where appropriate.

Any other reasonable duties that come up to ensure the smooth running of the project - including responding to emergencies.

The following table shows the qualities and experience we are looking for. You don't need to meet them all but you should excel in at least some and have a reasonable competence in most. In your application, please address the indicated "yes" in the application column.

<b>Person Specification</b>
<b>Essential</b>
A passion for community-led work that seeks to empower and strengthen people to drive change in their own places - with a strong commitment to equity, diversity and inclusion.
Experience of co-developing and delivering charity strategy, identifying growth opportunities, and ensuring all the work drives at the charity's core mission.
Reliable and organised - and highly skilled at assessing, identifying and communicating priorities in collaboration with a team.
Excellent communication and interpersonal skills, both online, in written form, and in person - ability to have difficult conversations if needed and open to regular feedback.
Experience managing volunteers or working within a volunteer-led environment. Experience managing people. Able to delegate effectively and follow up on tasks.
Experience in project and grant management - and successful fundraising experience - including bid writing and donor engagement.
Experience designing, implementing and streamlining new systems - with a high degree of IT literacy.
Experience of ensuring legal compliance (Charity Commission/Companies House) and high-quality, proactive governance.
Knowledge of safeguarding principles and experience dealing with safeguarding concerns.
Knowledge of GDPR and experience handling sensitive data.
Right to work in the UK.

## Desirable

Experience of establishing and growing a small grassroots organisation, particularly within a registered charity or community interest company context.

An enthusiasm for cycling and active travel, and ideally the ability to connect with others around cycling and cycle maintenance, as well as a passion for how active travel can help build a more sustainable society.