



NATIONAL BIKE REUSE COORDINATOR

Job Description

Title:	National Bike Reuse Coordinator
Hours:	Full-time
Location:	Stirling, Remote working within Scotland, or Hybrid (Occasional national Scottish travel required)
Key Relationships:	Staff and Board, Cycling Scotland (Funder), Key Stakeholders, Bike Reuse Organisations

Job Purpose:

The National Bike Reuse Coordinator is responsible for planning, managing, and delivering our “Affordable Access to Bikes” project. This project is designed to improve bike access in Scotland by removing barriers to reuse.

Success in this role will be demonstrated by:

- **Planning** - production of a strong project plan with clearly prioritised actions agreed with stakeholders.
- **Managing** - an effectively managed project with strong stakeholder engagement, and effective progress reporting against agreed project plan.
- **Delivering** - strong delivery track record in line with project plan

Key Responsibilities and Tasks

Planning

1. ***Prepare Project Plans both to initially launch the project along with annual and quarterly plans thereafter. (Evidenced by production of a strong project plans with clearly prioritised actions agreed with stakeholders).***
 - Review existing reports whose recommendations are a key input to this project.
 - Plan and deliver workshops with bike reuse organisations and Wider Stakeholders to prioritise report recommendations thereby aiding project prioritisation, planning and delivery.
 - Prepare annual and quarterly project plans which set out key activities and deliverables, agree these plans with Circular Communities Scotland manager, funder and wider stakeholders.



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Managing

2. Stakeholder management and partnership working (*Evidenced by strong relationships with key stakeholders and mutually benefiting partnerships evolving with private and public sectors*).

- Identify key stakeholders for this project and establish strong working relationships with them.
- Meet regularly with project funder to report on progress and ensure the project continues to meet their expectations.

3. Progress Reporting (*Evidenced by progress reports produced to high standard and delivered on time*)

- Prepare and provide progress reports to Funder and wider stakeholders, on a quarterly basis.
- Report any areas of the project which are not progressing to plan by exception to CEO with recommendations for remedial action.

Delivering

4. Deliver actions as documented in project plan (*Evidenced by strong delivery track record in line with project plan*).

This is the “engine room” of the project and a major proportion of time is likely to be in this component. Work in this area is also likely to be highly varied but some examples are included under the four project outcome themes below:

Business Development

- Deliver networking activities to improve collaboration and partnership working across the bike reuse sector.
- Identify and encourage new sources of funding for the sector.

Securing Stock

- Advocate for policies supporting bike reuse and repair.
- Identify and negotiate potential partnerships with public bodies (e.g., Local Authority Household Waste Recycling Centres) and private sector (bike returns, takeback schemes, leasing schemes etc).

Maintaining Stock

- Identify and progress opportunities to improve qualification framework for bike mechanics (e.g., potential for bike repair apprenticeship scheme).
- Negotiate collective access to bike spare parts (both new and reuse).



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Stimulating Demand

- Identify potential for private or public funding to subsidise cost of reuse bike supply.
- Support development of new models such as Leasing Schemes and Sharing Libraries.
- Advocate for bike reuse across Scotland, for example speaking at conferences, writing articles or blog posts etc.

Other

5. Work with Circular Communities Scotland team to increase impact of this project

- Work with Communications and Campaigns Officer to ensure Cycling, Bike Reuse, Bike Repair etc are promoted across our own communication channels (social, website, newsletter) and beyond.
- Work with Events Officer to ensure this project and wider bike reuse messages are promoted at our Forums, Seminars and Annual Conference.
- Work with Finance Officer to ensure effective claims submitted to funder, payment of expenses etc.

6. Other Duties

- Organisation of personal workload and general administration.
- Attend relevant training courses, industry seminars, forums, and conferences.
- Ensure own and colleagues' health and safety is maintained.
- Represent Circular Communities Scotland in a professional and responsible manner.



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Person Specification

Criteria	Essential	Desirable
Personal Attributes		
A strong team-player	✓	
Positive and enthusiastic	✓	
A proactive self-starter who takes the initiative	✓	
Committed to high standards of delivery	✓	
Able to resolve conflict positively and professionally	✓	
Able to function well under pressure	✓	
Able to manage multiple work streams simultaneously	✓	
Key Skills		
Strong communication and presentation skills	✓	
Strong interpersonal skills, able to build and maintain professional relationships with a wide range of stakeholders	✓	
Great organisational skills, able to manage complex workload effectively	✓	
Good IT skills including competency with Word and Excel, PowerPoint, Outlook, digital media, and social media platforms	✓	
Qualifications		
Educated to degree level or equivalent		✓
Experience		
Significant project management experience	✓	
A strong track record of delivery	✓	
Experience of developing partnerships and working in collaboration with stakeholders	✓	
Able to demonstrate awareness and understanding of Circular Economy and Active Travel Framework	✓	
Track record of reporting to funders and securing new funding.		✓