



Job title: Operations Assistant

Reporting to: Operations Manager

Salary: £10ph

Hours: 20hrs per week, Monday – Friday, 10am – 2pm

Contract type: Casual

Location: Streetbikes HQ, Milnsbridge, Huddersfield, HD3 4LX

Streetbikes is a unique project that supports positive change to health and wellbeing through the vehicle of cycling. We run mixed ability cycling sessions for all ages and abilities at Spensborough Track twice a week, recycle bikes to give back to those in need and provide community rides and maintenance courses in deprived areas.

Job purpose: To support the Operations Manager in the efficient running of the Streetbikes workshop and daily operational tasks

Principal duties and responsibilities:

- assist with the day-to-day running of the Streetbikes workshop
- handle daily telephone enquiries and emails regarding bike requests and session bookings
- responsible for sorting, listing and selling items on the Streetbikes eBay site
- update the Streetbikes website and social media
- handle cash and oversee transactions
- contribute to the health & safety of staff and customers by overseeing risk assessments
- data management of participant / customer information
- ability to help with grant applications from time to time
- driving, loading and unloading the Streetbikes van
- other office duties as and when required and directed by Operations Manager



Relevant experience:

- demonstrable experience of working in a fast-paced customer facing role
- demonstrable experience of handling phone calls and emails in a working role
- demonstrable experience of working in an office environment

Skills and abilities:

- full driving licence and be able to drive a long wheel based transit van
- ability to communicate effectively at all levels and to work as part of a team
- good IT skills and skilled at using social media effectively
- knowledge of charity law and regulations desirable
- cash handling
- excellent communication skills
- ability to work as part of a small team as well as on own initiative
- highly organised

Please call Clare Taylor at Streetbikes on **07873 773417** to find out more about this unique charity before making an application.

Application:

Please send your CV and covering letter to info@streetbikes.org.uk

To be received by Sunday 1 August, 10pm.

Interviews are likely to take place two weeks after the closing date.

Streetbikes
Make Friends, Improve Health, Have Fun

Charity Number: 1176297