

Person Specification

Bike Workshop and Retail Coordinator



**Greener
Kirkcaldy**

Essential

- A friendly and welcoming manner
- Enjoy working with people
- Ability to motivate and encourage others
- Excellent communication and customer service skills
- Proficient bike mechanic skills
- Experience of retail management including cash management and ordering
- Excellent organisational skills
- Flexibility and the ability to adapt according to the needs of the project
- The ability to work well on own initiative and as part of a team
- Good literacy, numeracy and IT skills including use of Microsoft Excel and Word
- A passion for cycling and an understanding of all types of cycling
- A commitment to being environmentally friendly
- A willingness for continued learning and personal development

Desirable

- A recognised qualification in bike maintenance
- Previous experience of working or volunteering in a community bike shop or working in the bike industry
- Experience of working with volunteers
- An enthusiasm for and understanding of social enterprise
- Experience of developing and delivering training, events or workshops
- Experience of marketing and promotion
- Experience of resolving customer complaints
- A clean driving licence