



Part one: Position Description

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| Position: | Regional Bike Hub Facilitator | Location: | Wellington region |
| Status: | Contract for Services, Part-time | Effective: | ASAP 2021 |
| Report to: | Steering group, Bikes for Everyone | Contracted by | ReBicycle Charitable Trust |

Our Purpose:

The Bikes for Everyone project is funded by Wellington Community Trust under their Climate Action Fund. It is a partnership between USO Bike Ride (USO), Greater Wellington Regional Council (GW) and ReBicycle EkeRua (RE).

Our purpose is to increase access to working reliable bikes for transport around the region.

The project will run for three years initially. It is made up of three sub-projects: a new bike hub in Eastern Porirua (run by USO), a mobile bike maintenance service for the region (managed by GW/RE), and the regional facilitation role (managed by RE).

Project summary

We have a broad goal: to give more people access and opportunities to ride a bike for transport, replacing car trips, particularly those who are currently unable to ride a bike, due to cost or other barriers.

Under this broad proposal we have three separate but closely connected projects that would enhance each other if implemented together.

1. Regional Bike Hub Facilitation - To increase the capacity and delivery of existing bike libraries (including bike workshops, and any organisation that gives, hires or sells used bikes at low cost) and support new libraries to open. This will be achieved by a facilitator who can support and improve access to the existing bike libraries across the region, also building templates for the creation of new bike libraries and providing libraries with resources they need, e.g. helmets, locks, tools, more bikes, etc.
2. Porirua Bike Hub - Support the creation of a new bike library/workshop in Porirua East. This will include funding a mechanic who can train volunteers to operate the library/workshop.
3. Mobile Bike Maintenance (bike fix up van) - Purchase an electric van with a bike workshop kit and fund a mechanic to travel around the region supporting events, communities and schools to fix bikes for low income families and teach them basic bike maintenance skills.



Purpose of role

The Facilitator role is to support and enhance the work of the existing bike libraries/workshops by helping each library or workshop with whatever their specific local needs are. Whether it is funding applications, access to bikes, promotion or record keeping. Each of the libraries around the region are aware of each other but creating a more strategic partnership will allow them all to operate more efficiently, saving valuable volunteer time and ensuring energy and resources are put into getting more bikes out to the public.

They may also provide support to the Eastern Porirua bike hub project and help manage the bike fix up van.

There has been strong interest over the years in creating a cycle hub in Eastern Porirua. To support this vision the project will support the establishment of a bike library and workshop.

The bike fix up van would tour around the region going to community events and schools to fix up bikes for those who are not able to take them to their local bike shop. Our mechanic(s) would teach as many people along the way as possible so a new generation knows and understands the skills needed to keep their bikes in safe working order.

Way of working

Our collective organisations are very focussed on working with people for people. Our programmes are designed to be ground up, not top down, approaches. They will be led and driven by people in the community, recognising and embracing cultural and contextual factors. We will test, and adapt quickly to best meet the needs of our community.

We will collaborate extensively with groups already working in this area, and have built significant partnerships across the region. Meaningful engagement with local communities, schools, whanau and influential local people will help to build a sense of pride and ownership in our projects, significantly improving the chances of ongoing involvement.

Nāu te rourou, nāku te rourou, ka ora ai te iwi

With your food basket and my food basket the people will thrive

This whakatauki talks to community, to collaboration and a strengths-based approach. It acknowledges that everybody has something to offer, a piece of the puzzle, and by working together we can all flourish (credit to Inspiring Communities for their explanation).

Working relationships/reporting lines

Reporting to the Project lead for ReBicycle, Hilleke Townsend and Coalition lead, Leah Murphy, (as well as quarterly reports to the steering group).

This position is responsible for developing strong working relationships with volunteers and staff from all organisations, and with schools, road controlling authorities, transport infrastructure and safety providers and walking and cycling advocacy groups.

Key results and tasks

The key results and tasks are outlined below. Additional tasks and results may be required as needed.

| Key results/tasks | Types of work |
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| Develop and strengthen relationships with bike libraries and bike recycling schemes across the Greater Wellington region: | <ul style="list-style-type: none"> • Identify all schemes currently operating • Visit each organisation and identify areas where support can be offered • Organise an annual hui providing an opportunity for growth, idea exchange and collaboration between schemes • Identify areas that don't have a scheme operating currently and support these communities to explore the possibility of setting up a bike recycling scheme |
| Manage bike supply and demand | <ul style="list-style-type: none"> • Develop a system where organisations can request bikes or offer bikes • Liaise between the organisations to facilitate bike movements • Direct bike donations and requests to the closest organisation geographically • Work with partner organisations (Red Cross, Wellington City Mission, etc.) to ensure people across the region have access to bikes • Coordinate volunteers to help with bike transfers |
| Purchasing and fundraising | <ul style="list-style-type: none"> • Explore possibilities for bulk purchasing of locks, lights and parts • Source and distribute helmets equitably across the schemes • Approach business for sponsorship in kind (e.g. Torpedo 7) • |
| Publicity | <ul style="list-style-type: none"> • Raise public awareness of the schemes through social media and news media • Communicate with other organisations to promote the services schemes offer • |
| Reporting and evaluation | <ul style="list-style-type: none"> • Report regularly (at least quarterly) to the Bikes for Everyone steering group • Participate in project evaluation as required • Keep accurate and timely records of inputs and outputs |
| Stakeholder Relationships | <ul style="list-style-type: none"> • Facilitate, engage and coordinate volunteers, donors and sponsors |

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| <ul style="list-style-type: none"> • Effective and sustainable relationships are built and maintained with stakeholders | <ul style="list-style-type: none"> • Build and maintain constructive relationships with partner organisations • Committed to the principles of the Treaty of Waitangi and respect for tikanga Māori |
| <p>Health & Safety</p> <ul style="list-style-type: none"> • A safe and healthy working environment is maintained • Relevant health and safety policies are observed | <ul style="list-style-type: none"> • Actively engage in health and safety matters • Practice safe work methods and follows health and safety procedures • Protect themselves, their fellow employees and any other party, from unsafe situations by working in a safe and responsible manner, in accordance with policy and procedural requirements • Participate in safe work planning, hazard identification, risk assessment and developing recommendations for corrective actions • Report all incidents, including near misses and hazards, whether or not these incidents involve injury |

Dimensions (employees, budget, expenditure)

The **Regional Facilitator** has no direct staff responsibilities. They are responsible for managing a budget.

Part two: Person Specification

Qualifications, skills and experience

- Enthusiasm for promoting cycling and/or behaviour change theory
- Strategic and conceptual thinking skills in order to develop solutions to complex problems or explore new opportunities for initiatives
- Understanding/experience of community engagement, project management and evaluation
- Some understanding of transport policy and planning in the Wellington region.
- Good computer skills and ability to learn new technical skills quickly.
- Effective time management and organisational skills with the ability to work under pressure
- An awareness and understanding of tikanga Māori
- Excellent oral and written communication skills, particularly in speaking to young people and English as a second language speakers
- Strong analytical and problem solving skills
- Experience working with organisations/local communities to promote active/safe transport and change behaviours
- Trained as a cycle skills instructor or willingness to do so.
- Existing relationships with bike retailers, advocates, bike libraries/workshops or ability to build these.
- Financial management skills; keeping track of spending and planning over a three year period.

Personal attributes and behavioural competencies

- Highly personable and collaborative
- Strong initiative, proactive and a “can do” attitude
- The ability to plan and work effectively on one’s own and also as a member of a multidisciplinary team
- An ability to build strong relationships with a diverse range of stakeholders
- Honesty, integrity, enthusiasm, good humour and energy
- Open-minded and innovative
- Strong commitment to customer service
- Able to negotiate, influence and inspire others
- The ability to adapt and be resilient to a changing politicised environment
- Sound judgement and common sense

Physical requirements

- A full and current driver licence preferred
- The ability to use safely a keyboard mouse without causing or aggravating an injury
- The jobholder must be able to physically carry out the functions of the position.



Remuneration

The contract will be for an **average of 10 hours a week over 50 weeks per year**, or the equivalent thereof (500 hours per year). The initial contract will be for 12 months with the possibility of extending this for up to two years.

Within reason, hours can be worked at a time and place that suits the contractor, i.e. work from home, around school holidays.

They must have access to their own computer and internet. Attendance at events will be required so some work will be during weekends and evenings.

Expenses such as printing costs and mileage are included in the project budget.

- Printing and office expenses to be reimbursed when receipt or invoice is presented.
- When your own vehicle is used, mileage will be reimbursed at the Pedal Ready/IRD rates: \$0.79 per km for vehicle mileage (only when cargobike, EV or PT is not available/suitable) or \$0.20 per km for bike mileage.
- The electric cargobike and electric van may be used for work purposes when available.
- Public transport fares will be reimbursed when used for work purposes.

Rate will be \$35-\$40 per hour depending on experience.