

EkeRua ReBicycle - Project and fundraising manager - Contractor role description 2023

About us

ReBicycle Charitable Trust (known as EkeRua ReBicycle or EkeRua) has been operating in the Wellington rohe since 2016. Our main charitable purpose is to enable more people to have access to bicycles for recreation, transport or health purposes. We also aim to improve the experience of people using active modes and support like-minded organisations.

Our operation is based at our Newtown workshop, where we have regular fix ups events. Volunteers repair donated bikes which are given out to people in the community. We run events for tamariki, rangatahi and adults to improve their confidence and skills. Our focus is on targeting people who would not otherwise have easy access to a bike or the opportunity to improve their skills.

We run a number of projects including a Climate Action Fund project supporting bike hubs across the region, an e-bike lease to buy project, cargobike and e-trike library and bike rodeo.

About the role

This is a contractor role, for up to 20 hours per week over 48 weeks (Feb/Mar 2023 - Jan/Feb 2024). (This role is partially funded by the WCC Climate and Sustainability fund by a one-off grant of \$33,640.00 + GST. The rest is supplemented by donations.)

The main purpose of this role is to facilitate the use of the workshop, run regular fixups, and manage flow of bikes. This involves coordinating volunteers, liaising with bike shops to collect good quality donations, working with recipients /providers to ensure we provide them with quality service, keeping on top of stock required, and communications such as social media and promotion.

A typical day may look like this:

- Checking emails and messages and responding to any queries
- Updating the bike/recipient spreadsheet
- Liaising with contractors or volunteers to arrange bike pickups and drop offs
- Preparing for a fix up by matching donated bikes with recipients and prioritising what gets fixed
- Ensuring someone (if not you) is available to supervise at a fix up
- Promoting upcoming events, supporters, requests, or fundraisers on social media

The role will also involve a fundraising aspect. We aim to shift to a sponsorship/self funded model where income from bike sales and sponsors covers staff and workshop expenses. The project manager will be responsible for approaching organisations for sponsorship, building relationships, increasing the number of regular donors and establishing a model for bike sales. This may include establishing a retail space or partnership.

There is potential for additional funding and projects as required.

Key performance indicators:

- Existing fix up night is well attended by volunteers and public
- Two new fix up sessions are established with regular volunteers (one volunteer only and one open to the public)
- Volunteers feel valued and have the resources they need
- Relationships with bike shops and other suppliers continue to be warm and supportive
- Recipients are treated with respect and mana; we are able to provide bikes in a timely manner and link them to additional services (such as Pedal Ready)
- Sponsors are attracted to our charity and we establish sponsorship to cover costs of helmets, locks and lights
- Donations continue to grow
- Income from other sources is created
- Manage relationship with SWIS and Hawkins ensuring longevity of lease.

Skills and experience required

The successful applicant will have:

- Knowledge of and experience working in the not-for-profit sector or community facing organisations, including with volunteers.
- Experience riding a range of bikes (e-bike, cargobike) or willingness to learn.
- Able to work independently, managing timelines, budgets and other team members.
- Demonstrated experience managing projects involving multiple stakeholders.
- Proven ability to build partnerships and work collaboratively to meet shared objectives.
- Strong problem solving skills.
- Understanding of Te Tiriti o Waitangi and willingness to work with the many cultures and backgrounds our recipients come from.
- A commitment to getting the best out of people and motivating them to reach their full potential.
- You must be able to physically carry out the functions of the position.

Beneficial skills or willingness to learn:

- Experience doing maintenance/checks on a bike and willingness to learn more skills.
- Experience teaching cycling skills (e.g. Bike Ready training) or willingness to learn.
- A clean New Zealand drivers licence.

What we offer

- Work to suit your life and whānau with flexible hours. Some evening and weekend work required. Flexible leave. Work from home.
- Opportunities for paid professional development, as needed; career development.
- Incredibly rewarding work and opportunity to build amazing connections.
- A friendly and supportive team, all committed to making positive change.
- Occasional access to an electric cargo bike and trailer or electric van for transport.
- A workplace that values your health, safety and wellbeing.
- A work culture that embraces diversity.
- Competitive contractor rates, \$46p/h (pay your own tax and ACC)
- Expenses covered, including travel, and \$50 monthly stipend for use of laptop and phone.

Location

The successful applicant will be able to work from home for much of the week, but will need to be able to travel to our workshop based in Newtown/Berhampore on a regular basis.

How to apply

Please send a CV and cover letter to info@rebicycle.nz by 17th February 2023. We will be shortlisting and interviewing as applications come in, so don't delay.