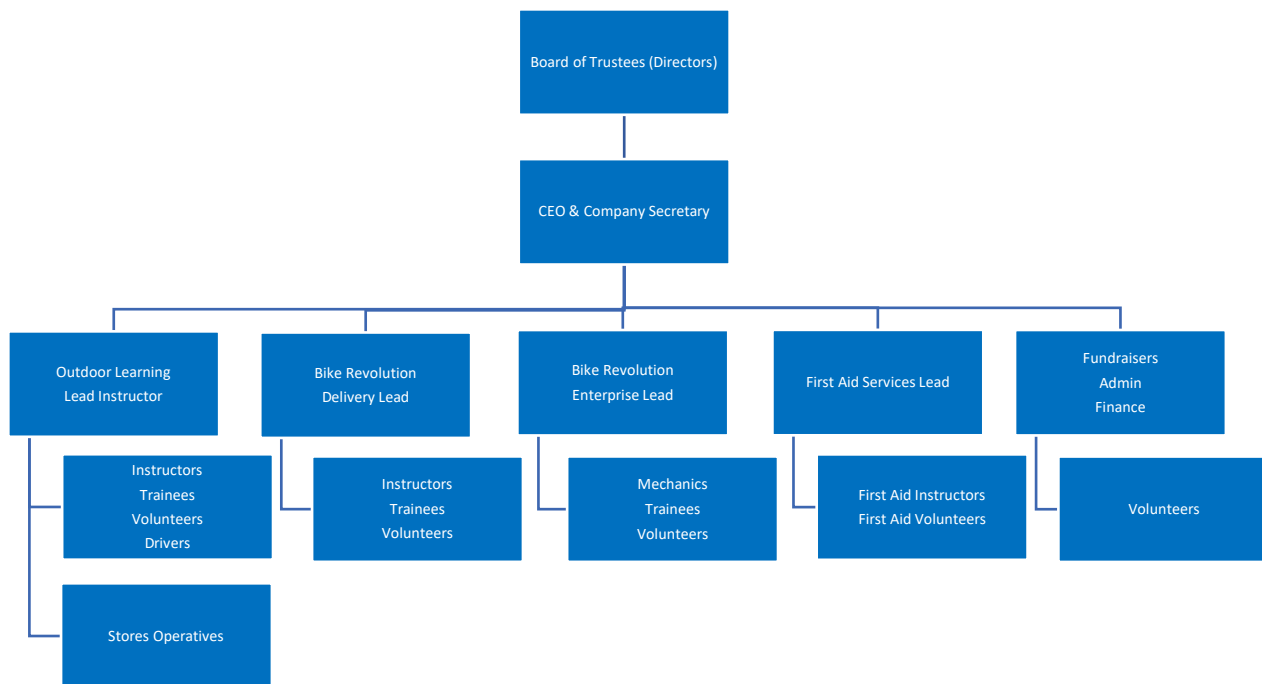


JOB DESCRIPTION

1. ORGANISATION			
Post Title	Bike Revolution (Enterprise) Project Lead	Job Desc No.	BR(E)/01/2026
Location	Lossiemouth	Accountable To	Chief Executive Officer
Salary	£30,000	Hours per week	40 hours (9.00am to 5.00pm Mon-Fri) Some flexible and weekend working will be required
Duration	Permanent	Terms	Full-time
Our Vision Outfit Moray aims to make a difference to the lives of others, by actively developing the potential of young people, their families and communities, through accessible and affordable outdoor learning and adventure: encouraging life skills and improving physical and mental health.			
Our Mission At Outfit Moray, we create sustainable, life-changing opportunities for young people through outdoor learning and adventure. By building confidence, resilience, and essential life skills, we empower young people to reach their full potential. Our commitment to long-term sustainability ensures we can continue to support future generations and strengthen communities.			
2. JOB PURPOSE			
To support the day to day operation of Outfit Moray by efficiently generating unrestricted funds by social enterprise through the successful operation of the bike shop and workshop.			
3. MAJOR TASKS			
3.1. Responsible for day to day operations and development of the project. 3.2. Undertake bike maintenance and service activities. 3.3. Managing volunteers. 3.4. Provide training to young people and adults. 3.5. Maintain a positive and supportive culture.			

4. REPORTING RELATIONSHIPS



5. ACTIVITIES

5.1. Responsible for day to day operations and development of the Bike Revolution (Enterprise) project

- 5.1.1. Work closely with the CEO to develop the strategy and plan for the project.
- 5.1.2. Ensure key resources and staff time are appropriately managed.
- 5.1.3. Develop manage and maintain a programme of activities including marketing events, bike doctor sessions, evening classes and courses, bike fix sessions.
- 5.1.4. Maintain and monitor effective and efficient administration systems including arrangements for receipt of cash, payments from customers and completing invoice proformas to enable the Bookkeeper to raise invoices.
- 5.1.5. Equipment procurement in collaboration with the CEO.
- 5.1.6. Producing reports as directed by the CEO.
- 5.1.7. Assisting and enabling new projects and initiatives as determined within our 5 year strategy.
- 5.1.8. Liaise with all other Outfit Moray project leads to ensure a co-ordinated approach across business areas.
- 5.1.9. Ensure compliance with Outfit Moray standard operating procedures including Health and Safety, Risk Assessments, COSHH, manual handling and lifting, first aid, accident reports, staff records.
- 5.1.10. Develop appropriate operating procedures for the project with reference to key documents already in place.
- 5.1.11. Maintain existing and develop new dealership opportunities.
- 5.1.12. Manage bike hire fleet, including marketing.

5.2. Undertake bike maintenance and service activities
5.2.1. Receive and record all incoming second-hand donations using gift aid system in place. 5.2.2. Maintain a register of bikes. 5.2.3. Carry out standard safety checks and maintenance to prepare bikes for resale. 5.2.4. Provide bike doctor programmes to schools and community groups. 5.2.5. Strip bikes not suitable for resale and recycle the scrap metal. 5.2.6. Liaise with partner organisations and provide servicing and maintenance activities. 5.2.7. Purchase bike spares and maintain a suitable stock. 5.2.8. Purchase goods for sale, develop and maintain shop for spares and new goods.
5.3. Managing volunteers
5.3.1. Organising volunteers to assist with all aspects of the project. 5.3.2. Communication with and management of Bike Revolution (Enterprise) volunteers. 5.3.3. Volunteer training and development programmes. 5.3.4. Organise social events for volunteers and development of other activities to enable their inclusion as a valued part of our team, in pursuing our mission, achieving our objectives and understanding the difference we make.
5.4 Provide training to young people and adults
5.4.1. Establish the syllabus and criteria for the training programme. 5.4.2. Deliver training to young people and adults both at Outfit Moray and with partner organisations. 5.4.3. Work towards establishing an accredited training centre. 5.4.4. Provide a safe and supportive environment where participants can learn and develop. 5.4.5. Instruct, lead or guide participants and groups in specific bike maintenance activities, techniques and skills. 5.4.6. Manage safety in line with operational policies, procedures, codes of conduct and arrangements. 5.4.7. Take responsibility for own personal training and development plan (agreed with the CEO) and undertake appropriate training related to bike maintenance, training and coaching others, associated activities and the development of the project.
5.5 Maintain a Positive and Supportive Culture
5.7.1. Address challenging behaviour by developing a culture where positive behaviour is the norm. 5.7.2. Work with staff and volunteers to, as far as possible, align values and beliefs and support positive attitude and behaviour. 5.7.3. Create a positive environment where people are valued and supported. 5.7.4. Support the team and attend meetings and reviews. 5.7.5. Be clear on the vision and purpose, understand the charitable work of Outfit Moray and associated aims and be familiar with the 'elevator pitch'. 5.7.6. Celebrate success. 5.7.7. Live the Outfit Moray values.

6.	WORKING CONDITIONS (some basic information for this post)
6.1.	Working week – 40 hours per week (flexible working and some weekend working).
6.2.	Annual Holiday – 37 days including a two week break for Christmas and New Year.
6.3.	Support and supervision is provided by the Chief Executive Officer.
6.4.	Training and development opportunities (CPD) in both cycle related qualifications and wider outdoor adventure qualifications.
6.5.	Access to specialist outdoor equipment for personal use.
6.6.	Workplace pension scheme (3% employer and 5% employee contribution).
6.7.	A group life insurance scheme is provided (death in service payment of 2 x annual salary).
6.8.	Cycle to Work scheme.
7.	DISCLOSURE
This Post is subject to an Enhanced Disclosure Scotland check and membership of the PVG (Protecting Vulnerable Groups) Scheme, the results of which might impact on your suitability to work in this post.	
8.	NOTE
This Job Description is intended to give applicants a reasonable overview of the job, what it involves and how we work. It is not intended as an exhaustive list of every aspect of the post-holder's duties.	