

# CHORLTON BIKE DELIVERIES - JOB OPPORTUNITY

We provide car-free deliveries of goods to and for local residents, business & community organisations by e-bikes, trikes & trailers in south Manchester.

**JOB OPPORTUNITY:** Two (part-time) Cycle Delivery Riders

***This is an exciting opportunity for two cycle delivery riders to join the fast growing, community minded Chorlton Bike Deliveries Cooperative in a new partnership with the Transport Department of the Estates and Facilities Directorate of the Manchester University NHS Foundation Trust. We are looking to recruit two dynamic, motivated, and reliable people to collect specimens on e-cargo bikes from primary care general practices and deliver them to hospital Pathology Labs.***

Fixed-term contract - Temporary (6 months) with the likelihood of extension if the scheme proves successful.

18 hours per week @ £10.00 per hour on an employed basis (fixed term 6 month contract with review at 2 months)

## POST 1

Monday to Friday 12.30pm to 4.00pm (12 noon on one day of the week to be agreed, for the weekly maintenance schedule of the e-bike) - **Location: the e-bike will be stored near Wythenshawe Hospital, routes will be primarily Wythenshawe and South Manchester based**

## POST 2

Monday to Friday 4.30pm- 8pm (4pm on one day of the week to be agreed, for the weekly maintenance schedule of the e-bike) - **Location: the e-bike will be stored in Moss Side, routes will be primarily City Centre, Hulme and Oxford Road Manchester Royal Infirmary based**

The postholders will work to Chorlton Bike Deliveries Human Resources policies but will comply with protocols required for working within the MFT and NHS Transport Services.

**Preferred start date:** 10th January 2022

**Interviews:** Will take place on either the 16th December or 17th December 2021

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## **Main purpose of the job**

- 1) To collect and deliver specimens from health centres to pathology labs within an agreed timeframe
- 2) To collect and deliver other NHS goods as and when required

## **Tasks**

### **Cycle Delivery Rider**

1. Ensure that all specimens are collected on time complying with any administrative requirements from the health centres and delivered to the receiving service within the allocated timeframe
2. Ensure that all specimens are transported in line with NHS requirements for safe and secure transportation
3. Follow the Chorlton Bike Deliveries Rider Protocol and relevant NHS driver protocols and policies including uniform, spillage and lone worker policies
4. Always be available during contracted hours for receiving other courier requests from the NHS Transport Services Manager, for example medical records and supplies, and ensuring these are delivered safely, timely and efficiently
5. Troubleshoot issues that may occur on the day and liaise with the NHS Transport Services Manager on call immediately any issues emerge which might prevent the timetable being met
6. To complete weekly log sheets and journey records in line with Transport Division practice
7. Be responsible for the e-cargo bike dedicated to this service, ensuring it is secured appropriately, cleaned and maintained through daily checks and a weekly maintenance schedule
8. Ensure the e-bike is fully charged at the start of each shift
9. Inform Chorlton Bike Deliveries mechanic of any mechanical issues arising which might impact on the efficiency of the e-bike.
10. Be available for NHS Transport division meetings as required, meeting regularly the NHS Transport Services Manager for review of the role
11. Be available to meet with the lead member of Chorlton Bike Deliveries overseeing the contract for support and supervision
12. Be an active member of the Chorlton Bike Deliveries Coop and take part in relevant discussions reviewing and improving the service
13. Be willing and available to carry out emergency deliveries or other scheduled deliveries using our e-cargo bikes

## **Skills and experience**

1. Confident, experienced and proficient cyclist understanding this service is provided in all weathers\* and traffic conditions \*Note very extreme weather such as severe ice and snow might be exceptions, to be agreed between the NHS Transport Services Manager and Chorlton Bike Deliveries Dispatch Coordinator
2. Ability to ride competently all types of electric cargo bikes, note training is offered
3. Mechanical knowledge of bikes, sufficient for daily visual checks and weekly maintenance schedule and make minor adjustments including for example tyre pressures, chain cleaning and battery swapping
4. Competent in using route finding technology on mobile phone and good local area knowledge

### **Personal Qualities**

5. Highly organised, able to respond to change and deal with emergencies
6. Resilient to all kinds of weather, maintaining a positive spirit in the face of challenging conditions
7. Very reliable and punctual, good time management
8. Aware of the importance of hygiene
9. Aptitude for learning new routes
10. Self motivating, 'can do' approach and able to use initiative
11. Customer focussed - ensuring we meet our commitments is a key part of this role
12. Values driven, committed to making a difference and supporter of Chorlton Bike Deliveries Cooperative's values and purpose
13. A great team spirit and a caring approach

The Job description is an outline of the key tasks and responsibilities and is not intended to be an exhaustive list. The duties of the post may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the postholder.

**Given the location of the two roles, Chorlton Bike Deliveries encourages applications from the Hulme, Moss-Side and Wythenshawe areas.**

### **About us**

The successful candidates will join Chorlton Bike Deliveries cooperative as a member and sign up to the values and principles of our organisation (see below) with an equal part to play in growing our coop.

Our purpose for the current year

1. Develop our business, including business-to-retailer and business-to-business deliveries
2. Raise sufficient income through our offer with traders & businesses to pay a living wage & fund our voluntary work
3. Enable our members to make their contribution to a greener Manchester
4. Promote the use of bikes and enable people to use them for local journeys

#### Our values

- Cycles as a tool for social change
- Service for the common good - local people and planet
- Cooperative values
  - Equality
  - Equity
  - Solidarity
  - Democracy
  - Self help
  - Responsibility

#### What we can offer

- Be part of a multi-stakeholder cooperative with a key role in doing things differently
- Join a friendly, supportive, diverse community of riders
- Help create an ethical alternative to the gig economy
- Be part of European network of cooperative cycle courier organisations
- Help test ride bikes for the future and grow our fleet
- Opportunities to get involved in fantastic community projects and events
- Tap into and grow our network of great local connections
- Be part of a sociocratic way of working and making decisions

**These roles are a partnership between Chorlton Bike Deliveries and Manchester University NHS Foundation Trust. As such the successful postholders will need to be aware of the Manchester Foundation Trust Values and Behaviours Framework, 'Together Care Matters'**

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#### HOW TO APPLY

If you are interested in this role, please send us a message in a medium of your choice telling us

- Why you would like to join us
- How you meet the job description and skills / experience we're looking for

This can be in words, pictures, video - or something we have not thought of!

(Guidance: words - no more than 600 words, video - no more than 2 minutes, pictures - 25!).

Please also include a short CV

Please email this to [chorltonbikedeliveryes@gmail.com](mailto:chorltonbikedeliveryes@gmail.com) with JOB in capital letters in the subject line by.

We will ask people to interview on 16th or 17th December and are aiming for the successful candidates to start by 10th January 2022. During the first week there will be a requirement to attend the NHS Induction programme for new starters.

If you are interested in the role and can't meet some of the above - or don't have all of the experience but are interested in developing with us - please get in touch to discuss your needs/circumstances on the same email address and one of us can have a chat with you :-).