

Level 2 Apprenticeship – Bike Mechanic / Assistant Instructor

Job Description

Post Details	
Job Title	Level 2 Apprentice – Bike Mechanic / Assistant Instructor
Reporting To	Lead Instructor / Charity Director
Location	A variety of locations across Hertfordshire including Baldock & Welwyn Garden City
Hours	30 hours per week
Duration	Fixed Term Appointment of 18 months
Salary	£7.55 per hour in the first year, then could increase depending on your age.

Job Purpose

This dual-role apprenticeship combines hands-on training in bike maintenance with experience delivering inclusive physical activity sessions. You'll work toward a Level 2 Bike Mechanic Apprenticeship while supporting HDSF's community sport and recreation programmes as an Assistant Instructor.

Support

We will provide the support and training required for the you to successfully complete the Level 2 Bike Mechanic Apprenticeship within 18 months of joining HDSF. This will be achieved through;

- external bike mechanic apprentice training from Activate Learning, including Cytech Level 1, 2 & 3 bike maintenance courses
- on the job support and development from HDSF bike mechanics and other team members,
- opportunities to practice and develop your skills in the HDSF bike workshop.
- In addition, you may need to complete English and/or Maths qualifications if not already held.

An overview of the current apprenticeship training standards for Level 2 Bike Mechanic can be found [here](#)

You will be part of the HDSF delivery team as an Assistant Instructor; supporting the delivery of a wide range of HDSF physical activity sessions, developing a range of personal and professional skills to support your future employment. You will be provided with any formal training necessary and will be supported in your role by fellow team members, and the Senior Instructor in particular.

Duties and Responsibilities

Activate Learning is the Apprenticeship provider.

1. Attend all Activate Learning training, either online or in person.
2. Complete all training tasks to the best of your ability, on time and to the standard required.
3. As part of the bike workshop team you will carry out bike repairs and safety checks to a high standard with opportunities for you to learn new skills on the job.
4. Comply with all safety standards for the bike workshop; working in tandem with team members to ensure a clean, tidy and safe environment in the bike workshops.
5. Support the delivery of high quality physical activities for a range of service users
6. Ensure that during every session you comply with HDSF best practice and procedures, particularly Safeguarding and Health & Safety, to provide the best environment for participants.
7. Support and communicate with your fellow HDSF team members involved in the session, assisting as required. The HDSF team will normally be made up of at least one Level 2 Instructor, one Assistant Instructor plus suitably qualified volunteers in a variety of roles. As a team member you will show the required energy, enthusiasm and professionalism for the duration of the activity and act as an ambassador for HDSF by behaving as a suitable role model.
8. Interact with the participants to ensure they have an enjoyable experience and are able to participate to the best of their abilities in the activity on offer. This may involve adaptation or 1-1 support for an individual service user, particularly if the skills required are new to the group or individual. You will seek guidance from the Lead Instructor as required.
9. If requested by the Lead Instructor, ensure attendance / payment details for the session are accurately recorded and monies are collected in accordance with HDSF guidelines.
10. To be an advocate for best practice and to promote the aims of HDSF at all times, in a way that respects the rights of the individual and supports the development of the team. All team members are expected to be flexible in the allocation of roles and responsibilities to ensure every session is as successful as possible. You may also be asked to support other team members in tasks outside of delivery sessions such as: sorting equipment, representing HDSF at partner events, providing support for marketing, impact assessment and publicity – this list is not exhaustive.
11. Ensure that the Lead Instructor is alerted to any concerns or suggestions for improvement in delivery and participation, or issues around venues or specific activities/groups.

The particular duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

HDSF Apprentice – Person Specification

Essential Requirements
Aged 18 or over
Must be willing to undertake an enhanced DBS check
Evidence of an interest in becoming a bike mechanic, including a basic knowledge of bicycles and a passion for cycles.
Ability to support effective and safe activities which takes account of different service user needs

A willingness to complete training to the standards expected, and in the timeframes provided in the Apprenticeship Agreement.
In date Safeguarding certificate (or willingness to update ASAP)
In date First Aid certificate (or willingness to update ASAP)
Is able to demonstrate a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice
Examples of working effectively in a team
Approachable
Punctual, well presented and motivated to learn from both their formal training programme and from the knowledge and experience of other members of the team.
Ability to communicate clearly and effectively with other team members and participants.
Flexibility and willingness to learn - is receptive to feedback about own behaviour, strengths and areas for improvement
Must be willing to wear a uniform provided by HDSF
Must be willing to work outdoors in all weather conditions
Either drives or can make reliable transport arrangements for a variety of locations across Hertfordshire

Desirable Requirements
English and Maths Functional Skills Level 2 or GCSE qualifications
NGB Level 1 sports qualification
Experience of health and safety; welfare and safeguarding policies and procedures
Personal or practical experience of supporting activities for adults / children with or without physical or learning disabilities
Experience of supporting projects or events

What You'll Gain

- Cytech Level 3 bike mechanic qualification
- Opportunities to progress in sports coaching, mechanics, or community work
- Experience working in a supportive, inclusive team
- Practical skills in both technical and people-focused roles