



**EARLEY TOWN COUNCIL**

**Bike Workshop Coordinator**  
**Application Pack**



# EARLEY TOWN COUNCIL

## **The Town of Earley**

Since it was first mentioned in the Domesday Book, Earley has grown to become the largest town in Wokingham Borough with a population approaching 35,000. It's position, to the southeast of Reading, means that it has excellent communication links with Reading and a fast train service to London. Much of Thames Valley Business Park, which houses a number of large well-known businesses, is within the Town's boundaries. In more recent years, the Town has been the subject of significant residential development, including the Lower Earley Development in the late 1980's/early 1990's which saw the building of around 9,000 additional dwellings.

## **The Council**

Earley Town Council was created in 1974 following the reorganisation of Local Government. After the disbanding of Berkshire County Council, Earley became the largest parish in the Wokingham Borough Council unitary authority area. Earley's residents are represented by 25 Councillors (covering 8 wards) each elected for a term of four years, the last elections being in May 2023. The Town Council currently employs 19 full and part-time staff and has an annual turnover of around £1.5m.

## **The Council's Mission Statement**

"Earley Town Council will deliver services of the highest quality whilst providing value for money following the guiding principles of Best Value. It will endeavour to promote the wishes of local residents through consultation and by representation to Wokingham Borough Council or other authorities as appropriate. The Town Council will act in the best interests of the residents of Earley and will conduct its business in an open and democratic manner."

## **Functions of the Town Council**

The Town Council also manages three community centres (Maiden Place Centre, Radstock Lane Centre and Centrepont Community Centre) and the Town Council Offices, a former farmhouse, situated in Radstock Lane, Earley. In addition, it owns Maiden Erlegh Nature Reserve which has an on-site teaching classroom and a lake. It is also responsible for the management of other parks and sports areas, including Sol Joel Park, an ancient woodland area and other open spaces. Earley Town Council is a burial authority, operating Mays Lane Cemetery and provides allotments at the Culver Lane site.



**Please read the information in this document before you complete your application form.**

You will need to make clear in your application form:

- Why you are interested in the position
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the application form in full as shortlisting will be based on the information provided in the form.

Only completed application forms will be accepted, please do not send CVs.

References may be taken up for all shortlisted candidates.

Please return forms either:

- via email marked Private & Confidential to [jessfriend@earley-tc.gov.uk](mailto:jessfriend@earley-tc.gov.uk)
- or by post in a sealed envelope marked Private & Confidential to:  
Jess Friend, Projects Manager, Earley Town Council, Council Offices, Radstock Lane, Earley, Reading, RG6 5UL.

The closing date for receipt of applications is **Sunday 15<sup>th</sup> February 2026.**

Interview will take place the week commencing 23<sup>rd</sup> February 2026.

For an informal discussion about the post, please contact Jess Friend, Projects Manager, at Earley Town Council, Council Offices, Radstock Lane, Earley, Reading RG6 5UL, telephone 0118 986 8995 or email [jessfriend@earley-tc.gov.uk](mailto:jessfriend@earley-tc.gov.uk)

Application forms available on the Earley Town Council website [www.earley-tc.gov.uk](http://www.earley-tc.gov.uk). Hard copies also available for collection from the Council Offices Helpshop in Radstock Lane.

*Earley Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.*



## **JOB DESCRIPTION – BIKE WORKSHOP COORDINATOR (SPOKES ETC)**

Line Manager: Town Clerk

### **Description of the Post:**

To oversee the day-to-day operations of Spokes ETC and lead a team of volunteer bike mechanics to provide bike repairs and servicing to members of the public. To work with other Town Council Officers to deliver and enhance the provision of services at Spokes ETC.

### **Duties and Key Responsibilities:**

1. To assist other Town Council Officers with the recruitment and retention of volunteer bike mechanics.
2. To work with other Town Council Officers to establish processes and procedures to help the smooth running of the bike workshop.
3. To coordinate, in collaboration with other Town Council Officers, a team of volunteer bike mechanics including organising volunteer rotas, programming work, overseeing training requirements and ensuring safe practices are followed.
4. To oversee the day-to-day running of Spokes ETC including checking and approving repairs/services conducted by volunteers.
5. To be responsible for the ordering of supplies in accordance with the Town Council's financial procedures.
6. Ensure maintenance of the bike workshop area and the tools and equipment within it.
7. To carry out bike repairs and servicing as required with an emphasis on educating the public about bike maintenance.
8. Maintain accurate records and report back to the Town Clerk as agreed.
9. To attend occasional community events or activities to promote Spokes ETC and/or educate the public about bike maintenance.
10. To undertake other duties and responsibilities of a similar nature and commensurate with the grade of the post.
11. To ensure the safe use and storage of chemicals and other hazardous substances and conform to COSHH regulations.
12. To ensure the health and safety of resources within the post holder's responsibilities and personal health and safety responsibilities are followed, as set out in the Health & Safety at Work Act 1974 and any subsequent legislation.



## **PERSON SPECIFICATION – BIKE WORKSHOP COORDINATOR (SPOKES ETC)**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

### **Qualifications/Training**

- A minimum of Cytech Technical One qualification, or a willingness to complete qualification on appointment, required. Equivalent qualifications will be considered
- A willingness to undertake relevant training as necessary

### **Knowledge and Experience**

- Experience of working or volunteering in a bike workshop environment
- Demonstratable high level of competence in carrying out bike repairs and maintenance
- To be able to inspect and diagnose issues with bikes and advise on repair options
- Experience of leading and coordinating a team
- Experience of maintaining accurate records
- An awareness of Health & Safety procedures relative to work area

### **Skills and Personal Attributes**

- Good organisation skills
- Ability to communicate effectively with customers and colleagues
- Ability to work as part of a team

### **Other**

- This position will be subject to a satisfactory DBS check



## SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

Contract status:	Part-time fixed-term contract (12-months with the possibility to extend) <i>Self-employed status would be considered for the right candidate</i>
Salary:	(SCP 15 - 19) £30,024 - £32,061 per annum (pro rata) Paid monthly by BACS on the 15 <sup>th</sup> of the month (half in advance/half in arrears).
Probationary Period:	This post is subject to a probationary period of 26 weeks.
Place of Work:	Based at Spokes ETC at Centrepont Community Centre, with some attendance required at the Council Offices.
Working Hours:	We estimate this role will be 15 hours per week (days/hours to be agreed) <i>Flexibility is available for the right candidate and there may be scope for the hours to increase over time</i>
Leave Entitlement:	23 days per annum (pro rata), plus two extra statutory days, plus public holidays - this increases with continued service.
Continuous Service:	The continuity of Local Government service will be honoured.
Pension:	From commencement of employment, membership of the Local Government Pension Scheme is available.
Benefits	The Town Council will sponsor any relevant job-related training (subject to budget constraints).
DBS Check:	The post is subject to a satisfactory DBS check.