**Transition University of St Andrews: Volunteer Task Description**

**Position:** St Andrews Bike Pool intern

**Aims:** To encourage and support cycling within St Andrews via practical bike maintenance workshop sessions, a bike loan scheme and the sharing of information on bike use and maintenance.

**Main Tasks:** There are a variety of tasks volunteers can get involved in with Bike Pool. These include helping maintain and undertake minor repairs on bicycles brought to Bike Pool Workshops, helping with the administration of our bike loan scheme, and assisting with publicity and information sharing on bike use, safety and maintenance. Volunteers are welcome to help out with a number of these roles, or specialise in just one.

**Time commitment:** Minimum 2 hours per week

**Times of day:** Flexible

**Base:** Transition University of St Andrews, Woodburn Place.

**Skills needed:** 1. Reliability

 2. Communication skills

 3. Basic bike maintenance skills, or willingness to learn (if interested in helping with maintenance)

1. Social media/promotions experience, or willingness to learn (if interested in helping with promotions)

**Benefits to Volunteer:**

 1. Work experience (See attached Skills Map)

 2. Bike maintenance experience

 3. Skills sharing experience

 4. A Transition University of St Andrews volunteer pack

 5. Compatible with Saltire Awards scheme for volunteers aged 12- 25.

**For further information email transition@st-andrews.ac.uk or call 01334 464000.**

**Transition University of St Andrews: Environmental Skills Map**

**Position:** St Andrews Bike Pool Intern

At Transition University of St Andrews we are keen to ensure that our volunteers receive maximum benefit for their time spent on assisting with our projects. As a consequence, we try to ensure our volunteer positions enhance the skill set of the participants.

We have teamed up with The Institute of Environmental Management and Assessment and the Careers Centre to match our positions with the environmental skills set required for those wishing to work in the environment profession. The table below outlines which training opportunities we think this position offers.

|  |
| --- |
|  Sustainability Skills and Knowledge Set  |
| Knowledge and Understanding | Understand Environmental and Sustainability Principles | **X** |
| Understand Environmental Policy Issues |  |
| Awareness of Environmental Management and Assessment Tools |  |
| Aware of Environmental Legislation and Know How to Assess Compliance |  |
| Aware of Key Business and Commercial Tools | **X** |
| Analytical Thinking | Collect Data and Undertake Analysis and Evaluation | **X** |
| Research and Plan Sustainable Solutions | **X** |
| Communication | Determine Effective Communication Methods | **X** |
| Engage with Stakeholders | **X** |
| Sustainable Practice | Support the Implementation of Environmental Management and/or Assessment Tools |  |
| Propose Ways to Improve Environmental Performance | **X** |
| Aware of How a Changing Environment Creates Opportunities and Risks for Organisations |  |
| Leadership for Change | Support Change in An Organisation | **X** |
| Encourage Others to Improve Sustainability | **X** |



**Transition University of St Andrews: Benefit to the Organisation**



**Position:** St Andrews Bike Pool Intern

At Transition University of St Andrews we recognise that our volunteers like to know how they are contributing to the work of our organisation. Most of our volunteers will contribute to many aspects of Transition, however, we have identified this role as being particularly complementary with our **Sustainable Transport** Projects.

Through our **Sustainable Transport** projects we aim to help people understand the ecological footprint of their transport choices and to access sustainable alternatives. This volunteer position is also linked to our Circular Economy Project which tries to encourage knowledge exchange within the community.

We think that the Bike Pool is a key project because:

* It encourages cycling which is both good for personal health and the environment
* It facilitates safer cycling
* It develops skills required to lead a more sustainable lifestyle by helping maintain bikes
* It provides a free and valuable service to residents of St Andrews
* A better working bike makes for easier, more enjoyable cycling.