

## Frome Community Bike Project

### Director Role Description



**Role title:** Frome Community Bike Project Director

**Hours:** Quarterly 2 hour meetings plus other volunteer hours as required including evenings and weekends

**Remuneration:** This is an unpaid voluntary role

**Location:** as required within local area

**Reporting to:** Frome Community Bike Project Board of Directors

### Overview:

Frome Community Bike Project (FCBP) is a non-profit Community Interest Company (CIC) dedicated to supporting and encouraging people to cycle more for everyday journeys by making cycling more accessible to everyone in the community. We aim to support sustainability and active travel by recycling, repairing and selling bikes, while also offering workshops, events and services to encourage cycling as a healthy and sustainable choice for people of all ages and abilities.

We are run almost entirely by volunteers. Our volunteer team includes:

- **Board of directors:** our directors are all volunteers and oversee the strategic direction of FCBP
- **Workshop volunteers:** fix bikes in the workshop, sort out donations, front of house responsibilities, inducting and supporting new workshop volunteers
- **Volunteer ride leaders:** lead and support our group rides
- **Admin support:** supporting behind the scenes work ranging from uploading bikes to our online shop to helping at our events to paying our bills!

We also have a few paid roles:

- **FCBP staff:** we employ a Workshop Manager to oversee refurbished bikes, a Head Mechanic to oversee repairs and servicing plus we have a number of sessional mechanics and cycle instructors that we use occasionally
- **Cycle Together:** our Lottery funded Cycle Together Coordinator organises our programme of rides, cycle training, Dr Bikes, bike maintenance classes and ebike loans
- **Communications and Marketing officer:** this Lottery funded role focuses on growing awareness of our work through social media, newsletters and other opportunities

The volunteer directors make up our Board whose key purpose is:

- Furthering FCBP's overall purpose and setting its direction and strategy
- Making sure the work of FCBP is effective, responsible and legal

We currently have four Directors who volunteer under the following titles:

- Chief Operating Officer
- Director of Fundraising

- Director of Partnerships and Community Engagement
- Director of Workshop

### **Vacancy details:**

We are seeking two new Directors. Rather than advertise for a particular role, we are keen to hear from anyone interested in being part of our team and exploring what skills and interests you might be able to bring to the board.

One of our current directors will leave on 30th November, allowing for a handover period before settling into a board of five directors.

This is a really exciting opportunity to get involved and shape the direction of Frome Community Bike Project, ensuring that we continue to support our community to choose to travel actively, sustainably and healthily both now and in the future.

If you are interested in being part of our team please email a copy of your CV to Emma Parker at [emma@fromebikeproject.org](mailto:emma@fromebikeproject.org) along with a covering email that considers the following questions:

1. Why you are interested in being part of Frome Community Bike Project
2. What skills and experience you bring to the project
3. Where do you see Frome Community Bike Project heading over the next 3-5 years

For an informal chat about our work please contact Emma to arrange a call [emma@fromebikeproject.org](mailto:emma@fromebikeproject.org)

Closing date for applications is **7th September 2025**.