

# Banzai Bikes

## Community Cargo Bike Librarian Freelance Opportunity [6hrs/wk @£15/hr]



Interested in sustainable transport, practical climate action, and community based solutions? Join our **Bike Library** team - making cargo bikes accessible to families, local community groups and individuals <https://banzaiedinburgh.org.uk/banzai-cargo-bike-library/>

With funding from ECCAN - Edinburgh Communities Climate Action Network, we seek a **Community Cargo Bike Librarian** after our co-founder, Mick, has moved to other roles:

 **Community Cargo Bike Librarian** [6 hours / week @£15 / hour]

- **Freelance Contract** initially until 31 March 2027, flexible hours across the week
- Home-based and at our Bike Hub, Bruntsfield Links <https://w3w.co/soil.cities.transit>
- **Fee:** The appointed person is responsible for their own tax, national insurance etc.
- **Start Date:** as soon as possible

**Purpose:** Day-to-day operations, user support, and maintenance coordination.

### Main Responsibilities:

- Coordinate loan bookings, pickups and return of cargo bikes with library users and our small team of volunteers
- Coordinate training in onboarding and safety guidance to users
- Conduct basic safety checks and coordinate professional maintenance
- Keep track of accessories (e.g., helmets, locks, rain covers)
- Monitor usage, handle issues, and ensure bikes are in good working order
- Engage with users to collect feedback and share stories from the community

**Ideal For:** Someone who is hands-on, organised, approachable and enthusiastic about bikes and helping people get moving.

### Requirements

- Experience in or enthusiasm for community-based projects, sustainable transport, logistics
- Strong communication and organisational skills
- Ability to work independently and proactively
- Based in / familiar with Bruntsfield neighbourhood, South Central Edinburgh.

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### How to Apply

Please email to [bikes@banzaiedinburgh.org.uk](mailto:bikes@banzaiedinburgh.org.uk)

- A one page Covering Letter
- A two page CV / summary of your relevant experience
- Any examples of similar work (optional but appreciated)

**Closing Date:** 9am Thurs 23 July 2026. Interviews planned: Monday eve 27 July 2026

If you first wish to discuss anything related to the role, please email us with your contact details and we'll be in touch.

## **Task Description for Bike Librarian for Banzai Bikes**

Appendix to the Agreement between Banzai Edinburgh and its freelance contractor.

**Purpose:** To coordinate loans of our growing fleet of eCargo Bikes from our community based Library hub based at the southern end of Bruntsfield Links

[What 3 Words location: <https://w3w.co/soil.cities.transit>].

This offers cargo bikes for residents and community groups, promoting sustainable transport, reducing car dependency, and supporting local delivery and family mobility needs. This role is supporting a growing number of local volunteers who undertake much of the face-to-face engagement with members borrowing bikes.

### **Library Operations**

- Maintain and administer a booking system ([myTurn](#)) for borrowing cargo bikes
- Schedule and manage reservations, pickups, and returns
- Track usage, returns, and report damage or missing equipment

### **Bike Maintenance and Safety**

- Ensure completion of routine safety check after each use (M Check)
- Coordinate maintenance and repairs with local bike mechanics
- Keep an inventory of accessories (e.g., helmets, locks, rain covers)

### **User Support**

- Onboard new users with basic training on how to use the cargo bikes.
- Provide user support during borrowing periods
- Collect feedback about the library and service via questionnaire

### **Community Engagement**

- Promote the Bike Library through social media, newsletter, and local events
- Build relationships with community organisations, schools, and businesses
- Organise demonstration events or “try-a-bike” days.
- Option of recruiting and supporting volunteers

### **Administration and Reporting**

- Track data on bike usage, maintenance, and user demographics
- Assist with grant reporting, budgeting, and proposals for external funding bodies
- Ensure liability waivers and insurance protocols are followed
- Other tasks as agreed with the Bike Library Core Team
- Jointly reporting, with the Project Officer, to the to Bike Library Core Team

### **Skills and Qualifications**

- Strong organisational and communication skills
- Interest in sustainable transportation and community engagement
- Basic knowledge of bike maintenance to conduct “M-check” (training provided)
- Ability to work independently and manage time effectively.

Time commitment: Flexible dependent on borrowing requests. Currently bikes can be borrowed 7 days a week. Weekly hours: approximately 6 hours / week, across the week.

Location: Home & Banzai Bikes Hub on Bruntsfield Links