

Job Description: Bike Mechanic Apprenticeship (Apprenticeship)



Role Title:	Bike Mechanic
Contract Type:	Apprenticeship
Contract Term:	1 Year and 6 Months
Reporting To:	Cycling Development Manager
Working Pattern:	30 Hours Monday, Wednesday, Friday, Saturday (4 days) Start Time: 09:00 Finish Time: 16:30 OR Monday, Tuesday, Wednesday, Friday, Saturday (5 days) Start Time: 09:00 Finish Time: 15:00.
Location:	Cyclopark Charity, Watling Street, Gravesend, DA11 7NP
Remuneration:	Apprentice Minimum Wage
Apply:	https://www.findapprenticeship.service.gov.uk/apprenticeship/VAC2000010556
Applications close:	28 February 2026
Start Date:	22 March 2026

Role Overview

Most of the apprenticeship is spent working where the successful applicant will learn on the job by getting hands-on experience.

The Mechanic will:

- gain experience working with a wide range of bikes including, BMX, Mountain Bikes, Road / CX Bikes and Adapted Bikes.
- be responsible for managing the online recreational bike and helmet booking, crucially ensuring any damaged bikes are taken out of use, repaired in a timely fashion and returned to stock in order to maximise income.
- be responsible for maintaining accurate record of bike maintenance across all fleets.
- work with the team to provide and manage a safe and tidy storage location for all the fleets, making sure staff and customers have a good user experience.
- Oversee the stock control and ordering of spare parts
- work with the Cycling Development Manager, and coaching team, in the training the team for basic maintenance checks (M-Checks).
- Input into the train and BMX track maintenance

Training

Apprenticeships include time away from working for specialist training and study to gain professional knowledge and skills.

Training provider: ACTIVATE LEARNING

Training course: Bicycle mechanic (level 2)

[Understanding apprenticeship Levels](#)

Course contents

- Use specialist bicycle diagnostic equipment to identify fault and formulate a plan to solve the problems; identifying when it is uneconomical to proceed.
- Use cycle workstand correctly to safely and securely hold a bicycle on the appropriate part of the frame.
- Service a cup and cone type hub, identifying worn parts and correct replacements.
- Remove and replace sealed cartridge bearings using appropriate tools.
- Service cable operated brake systems, correctly sizing and routing cabling using the correct spare parts and torque settings.
- Bleed hydraulic brake systems.
- Service derailleur gear systems, correctly sizing and routing cabling using correct spare parts and torque settings; straighten a derailleur hanger.
- Tap the crank arm threads.
- Identify the different standards of cranks and bottom brackets; remove and replace crank arms, bottom brackets and tap and face the bottom bracket shell.
- Identify chain wear; assess compatibility issues, taking account of chain line and correctly split and install a quick link based chain.
- Tape road handlebars.
- Remove and replace a set of forks, taking account of the correct way to cut a fork steering column to size. Hydraulic fork servicing, disassemble and clean stations and cartridges and re-grease properly.
- Remove, replace and service a headset, taking account of sizing standards.
- Perform alignment checks to a bicycle frame.
- Hand-build a wheel of differing complexities (for example, from simple 3-cross to manufacturer specific wheel systems) in the patterns required for non-disc, front disc and rear disc to the required tolerance and correctly dished and tensioned.
- Set up and adjustment of internal gears.
- Conduct quality assurance check of build or repair work completed.
- Complete handover once completed build or repair is finished, including advising on further and future work required, changes to operation, required on-going maintenance and complete paperwork as appropriate.
- Serve customers or clients on any required area of the store; refer them on to a more senior colleague or to ask for help; seek after market sales.
- Communicate via suitable means with customers (telephone, text, email, social media) in order to ensure good service is maintained.
- Use catalogues (hard copy and online) to identify parts and order to fulfil customers needs.
- Use manual system and workshop diary and complete any associated paperwork.
- Deal with complaints, following employer and manufacturers policies.
- Identify when something has failed or is not fit for purpose.
- Maintain proper tool maintenance and general workshop cleanliness and tidiness.

Training schedule

- 18 months + (up to 3 months) for End Point Assessment
- Dedicated performance coach
- Remote (but the apprentice will have to attend a training centre to complete Cytech qualifications)

Requirements

Essential qualifications

GCSE in:

Maths and English (grade Entry Level 3)

Should the applicant already hold other relevant qualifications or industry experience, the apprenticeship can be adjusted to reflect these.

Required Skills

- Communication skills
- IT skills
- Attention to detail
- Organisation skills
- Problem solving skills
- Administrative skills
- Logical
- Team working
- Initiative
- Non judgemental
- Patience

Other requirements

- Knowledge of cycling as a recreational activity or sport,
- knowledge of bikes, including Road, BMX, MTB & Adapted bikes.
- Knowledge or experience of cycling venues.

About Cyclopark

Cyclopark is a health and wellbeing charity in Gravesend, Kent, on a mission to get people moving more on two feet and two wheels. Our purpose is to address health inequalities, particularly in the local area, and discover hidden talent through the operation of our award-winning charity.

Locally with 42% of Year 6 children overweight, 1 in 3 adults inactive, life expectancy differing by up to 14 years between wards and two wards falling within the top 10% most deprived in England, we offer a wide range of Ride (Cycling), Fitness and Play activities, including over 5,000 for free, to provide a community hub that drives positive change.

Our ride activities are on two, three and four wheels and include our inspirational Cyclo4All inclusive cycling programme with the Kent Community Health NHS Foundation Trust, coaching for all levels of rider from Learn2Ride to GB representatives as well as rock up and ride recreational cycling.

Our Vision is to provide a community hub that drives positive change in our communities. We want people to be able to access excellent facilities no matter their ability or background. We hope to inspire people to get moving for pleasure as well as discovering hidden talent.

Our Mission is to provide outstanding experiences that support all ages and abilities to get moving on two feet and two wheels.

<http://www.cyclopark.com>

Ask a question

The contact for this apprenticeship is:

ACTIVATE LEARNING

The reference code for this apprenticeship is VAC2000010556.