

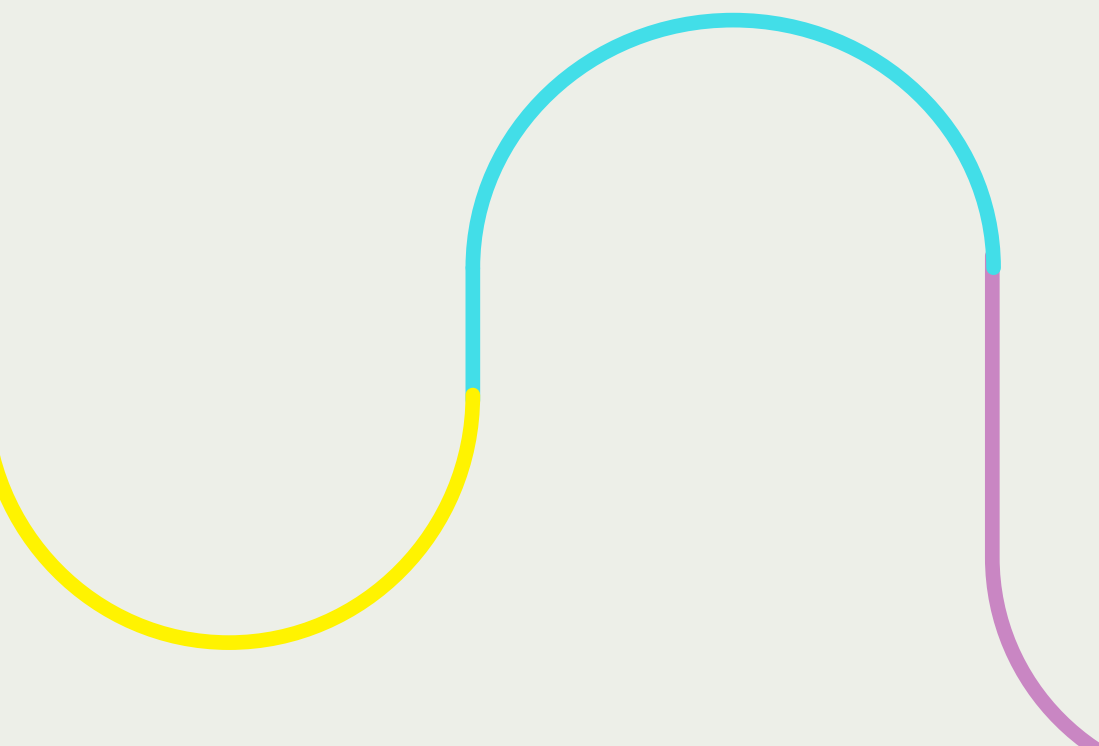
Prison Bike Mechanic Tutor HMP Fosse Way

Recruitment pack



Contents

Job summary	1
Prison Bike Mechanic Tutor – HMP Fosse Way	1
Hello, we are Life Cycle!	2
About us	2
Our vision, mission and values.	3
Job description	4
Key responsibilities	5
Person specifications	6
Terms and conditions.	7
How to apply	8
To apply	8



Job summary



Prison Bike Mechanic Tutor – HMP Fosse Way

- £29,400 – £37,800 per annum
- Five days per week (37.5 hours)
- Permanent contract

This is an exciting opportunity for an experienced bicycle mechanic who loves sharing their skills to join our award-winning “Bikes Beyond Bars” scheme. You will teach cycle mechanics to prisoners inside HMP Fosse Way (Leicester) to Cytech accredited standards, whilst they refurbish broken bikes for the community. You will enjoy a challenge, be resilient in demanding situations, and be able to build rapport with people from all walks of life.



Hello, we are Life Cycle!

We're a charity that transforms lives and the environment through cycling.

About us

We work with people of all ages, abilities and backgrounds at every stage of their cycling journey: From learning to ride, to building a career in the cycle industry.

We know that with the right support, anyone can benefit from bikes. We help thousands of people each year by providing:

- 1. Bikes that are safe, smooth and fun to ride.**
- 2. Cycle training for all ages and abilities.**
- 3. Cycling activities for people with additional needs.**
- 4. Industry-accredited training for the public – and people in prison.**

We're here to show that cycling can be safe, practical and affordable for most short journeys: No matter who you are, what you do or what you look like. We create positive spaces where people can be themselves, develop and reach their goals.

We're all about empowering people on their cycling journey.



Our vision, mission and values

Vision

A world with clean air and healthier people, where cycling is the chosen mode of transport, for most people, for short daily journeys.

Mission

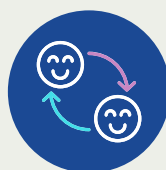
Our mission is to help more people experience the benefits of cycling – transforming lives and the environment.

Values



1. Quality:

We strive for excellence in everything we do.



2. Inclusivity:

We want cycling to be accessible to everyone.



3. Curiosity:

We aren't afraid to try new things. We are bold. We are always learning.



4. Empowerment:

We are guided by the people we work with.

Take a look at our videos to learn about our projects!



[Bikes beyond bars](#)



[Tandem cycling for the visually impaired
"Two's Company"](#)

Job description

This is an exciting opportunity to join our “Bikes Beyond Bars” scheme: a prison-based bike mechanic training and bicycle refurbishment project. Life Cycle has been working with prisons for 16 years, winning many awards, including the Prison Reform Trust’s *Robin Corbett Award for Prisoner Re-Integration*.

[Click here to find out more about our work in prisons.](#)

This job is inside His Majesty’s Prison (HMP) Fosse Way, in Leicester: a new build prison that opened in 2023 as part of a Government strategy to “*ensure the right conditions are in place to truly rehabilitate prisoners – giving them the education, skills and support they need to live crime-free lives on release.*” It has an operational capacity of 1,769 men and the bike workshop is one of 28 workshops. It is a Category C prison with a focus on training and resettlement for ‘lower risk’ prisoners.

You will work as one of two Tutors employed by Life Cycle working side by side to teach prisoners cycle mechanics at our purpose-built bike workshop.

Our workshop is fully equipped with Park Tools to professional standards and is accredited as a Cytech approved Training Centre. It has a maximum capacity of 16 learners: 2 tutors. Generally, we split learners into 9 on production (refurbishing and servicing bikes) and up to 7 gaining qualifications.

Prisoners begin by earning a Cytech technical one qualification in cycle mechanics. They then progress to refurbishing (broken) donated bicycles to embed their new skills, with the fixed bikes returned to the community. The best learners progress to a Cytech technical two and, where possible, the opportunity to refurbish their own bicycle that they get to keep upon their release.

This role is highly rewarding, but it can sometimes be challenging. You’ll be supporting men who may have committed serious crimes, grown up in difficult settings or have mental health concerns. People in prison can be impulsive and test boundaries. But you’ll be supported at every step of the way by a team with years of experience. You’ll regularly get the chance to reflect, share best practice and learn from colleagues. And you’ll see the real difference you can make in prisoners’ lives.

“I know so much more about bikes and I’m so much more confident in myself. I can focus much better and I feel great that I stuck to it and achieved my goal. I now want to work in the bike industry or volunteer for a bike project. It would be a great achievement to work in bikes”
– Emmet, prisoner

Life Cycle is committed to the highest standards. All learners get an individual workstation, with access to a full professional tool kit, parts washer and comprehensive spare parts. They learn everything from puncture repair to wheel building. All refurbished bikes must be safe and roadworthy upon leaving the workshop as they will be used by members of the public.

Key responsibilities

Train, motivate and inspire prisoners through cycle mechanics:

- Inspire, educate and upskill learners in the world of bicycle mechanics.
- Qualify as a registered Cytech Assessor (Tutor) and support learners in prison to achieve Level 1 (and if required, Level 2) accredited qualifications in cycle mechanics.
- Teach learners to refurbish broken bicycles to professional standards.
- Assess individual skills and, where possible, tailor learning to individual needs.
- Track learner progress through individual learning plans, when required.
- For those learners who want to, support them to raise their aspirations and work towards a future in the cycle industry after release.
- Work closely alongside volunteers recruited to support activities in the prison workshop.

Track & report outcomes:

- Using prison systems, log attendance, keep learner training records, write case notes and approve prisoner hours worked and/or wages, as required.
- Complete Cytech administration and paperwork, to mandatory Centre requirements.
- Collate outcomes monthly and submit to Life Cycle's monthly project reports.
- Prepare data for prison Quality Improvement Group (QiG) meetings to review outcomes.
- Be aware of learner vulnerabilities and report any Safeguarding concerns.
- Collect good news stories and case studies.
- Attend occasional "all staff" meetings of the charity.

Quality assurance:

- Work with prison management to meet Ofsted outcomes and all prison quality standard
- Deliver Internal Quality Assurance activities.
- Attend regular online meetings with the wider Prison Bike Mechanic Tutor team.
- Attend Cytech Tutor meetings to review our teaching materials.
- Contribute to Health and Safety risk assessments.
- Identify materials, parts and spares required to re-stock the workshop so it runs efficiently
- Ensure learners keep the workshop clean and tidy.

Person specifications

Characteristic	Essential	Desirable
Strong mechanical skills (equivalent to Cytech or City & Guilds Level 2 bicycle industry standard).	X	
A positive attitude and ability to motivate and inspire others.	X	
Ability to build rapport with people from all walks of life.	X	
Experience of sharing skills with others (does not need to be in a formal setting or as a qualified Tutor).	X	
Dynamic, self-motivated and confident working independently.	X	
Punctual, reliable and professional.	X	
Resilient in demanding situations.	X	
Computer literate; able to use Microsoft Office (Word, Excel, Outlook, Teams and Teams meetings).	X	
Love learning: embrace training and development opportunities.	X	
Enthusiasm for Life Cycle's charitable mission.	X	
Committed to equalities, diversity and accessibility.	X	
Experience of working with challenging client groups.		X
Experience of working in bike industry.		X
Cytech technical two, City & Guilds Level 2 or similar qualification.		X
Experience of delivering recognised qualifications.		X

Note: This job description is for guidance only. You will be expected to undertake activities as required in order to help the charity increase its social impact.

Terms and conditions

Salary: £29,400 – £37,800. This is at Life Cycle salary band 3.

The above figure reflects our standard pay range for salary band 3 of £28,000 – £36,000 per annum per annum, plus an additional 5% “Prison Weighting” which Life Cycle’s Trustees award to the pay of relevant posts to reflect the challenges of working in prisons.

Working hours: Full time (five days / 37.5 hours per week).

Working days: Monday – Friday, as follows:

- Monday – Friday delivery hours matched to the prison regime (typically 8.00 am – 4.30 pm, with 1 hour for lunch).
- On Friday, you will run a morning session only, to give time for admin, preparation, meetings and training in the afternoon.

Contract: Permanent.

Probationary Period: Three months, with reviews at one month and two months.

Annual Leave: : 40 days. Life Cycle’s standard allowance is 32 days paid leave in each holiday year, including statutory holidays such as bank holidays. Life Cycle’s Trustees award an additional 8 days paid annual leave, pro rata, on top of our standard allowance, for employees recruited to work inside a secure prison environment for their main day-to-day role. Thus, the allowance for this role, including prison weighting, is 40 days per year.

All employees receive one extra day of annual leave, pro rata, for every full year they are employed by Life Cycle up to a maximum of 5 additional days (i.e. a maximum of 45 days for this role).

Pension: 5% matched contribution to pension

Other benefits: Company Sick Pay, staff discount on refurbished bike (or Cycle to Work scheme for new bike); TechScheme, free cycle training; free annual bike service; team building meetings and socials; professional development opportunities.

Location: HMP Fosse Way, 1 Tiger’s Road, Wigston, Leicestershire, East Midlands LE18 4WS

Reports to: the Prison Learning & Skills Manger, who is based at HMP Bristol.

Training: Opportunities will be available: to be discussed on appointment.

Working with volunteers: Life Cycle values its volunteers, who make a vital contribution to our work. You will be expected to encourage, develop and support volunteer involvement in our work.

Equalities focus

Whilst equalities and diversity have always been important to us, we are now on a journey to becoming an anti-racist organisation. This means we are committed to increasing diversity amongst our staff, volunteers and participants – and to actively tackling unconscious bias and structural racism. We expect all staff to share our commitment to be always learning and working to address racial inequality, to achieve racial justice inside and outside Life Cycle.

How to apply

For an informal chat about this role email John Russell, our Prison Learning & Skills Manager, on john.r@lifecycle.org.uk Please include a contact number and he will arrange a time to call.

To apply

Life Cycle is committed to diverse and inclusive recruitment practises, so to reduce unconscious biases we practice anonymous shortlisting. Please fill in the application form below. You'll be asked to attach a CV and answer a few questions.

Please make sure you remove all identifying personal information, e.g. name, address, date of birth, etc. **Unfortunately, we cannot accept applications that haven't been fully anonymised.**

Application form: [Prison Bike Mechanic Tutor HMP Fosse Way Application](#)

Deadline: Tuesday 4th August 2026, at 10 am.

Interviews: Thursday 20th August 2026.

Interview location: : HMP Fosse Way, 1 Tiger's Road, Wigston, Leicestershire, LE18 4WS.

Interview format:

- Mechanical assessment
- Short teaching exercise – you will be told what in advance
- Face to Face interview

Start date: As soon as possible.

If for any reason you feel a CV and Cover Statement would limit your ability to apply, you can send us an application in Video or Audio format (maximum 5 minutes long).

Reasonable Adjustments

You can request reasonable adjustments for interview when completing the job application form. This information is only shared with hiring team if you are successful to interview so that we can best accommodate any requests. All new starters are asked to complete a health and support questionnaire to ensure we can provide appropriate support for you to work effectively.

AI Use

You're welcome to use AI tools to help with spelling, grammar, or clarity, but please do not rely on AI to generate or substantially write your answers. Please ensure your application reflects your own knowledge, skills, experience, and personal responses, as these may be discussed during the selection process

Security Checks

Appointment will be conditional upon successful completion of Ministry of Justice security checks. These request information on previous addresses, employment history, criminal history and include declaring membership of groups which the Prison Service considers to be racist. Significant periods abroad may delay this process as Police checks need to be received from each country you were resident in. If you have any queries or concerns about this please get in touch. We are happy to discuss in confidence.

**Life
Cycle**

