



## Share and Repair Network Coordinator Maternity Cover

### JOB DESCRIPTION:

<b>Job Title:</b>	Share and Repair Network Coordinator (Maternity Cover)
<b>Hours:</b>	4-5 days preferred
<b>Location:</b>	Stirling, hybrid or remote working within Scotland (occasional national Scottish travel required)
<b>Reporting to:</b>	Chief Executive / Projects Manager
<b>Key Relationships:</b>	Staff and Board of Circular Communities Scotland, Zero Waste Scotland and Scottish Government (Funders), main partners-Edinburgh Tool Library and Edinburgh Remakery, Advisory Group members, Sharing libraries and repair projects, Private and Public sector contacts and other potential partners.

#### Job Purpose:

The Share and Repair Network is an exciting new project for Circular Communities Scotland funded jointly by Zero Waste Scotland and the Scottish Government.

This Coordinator role is responsible for managing, developing, and promoting the Share and Repair Network. The successful candidate will need to complete the following key responsibilities and tasks:

#### Key Responsibilities and Tasks:

- 1. Run the Project Advisory Group** (*Evidenced by strong Advisory Group Meetings and Administration*).
  - *Hold regular Advisory Group meetings and document in Minutes and Actions.*
  - *Always ensure effective functioning and administration of the Advisory Group.*
- 2. Run the Network** (*Evidenced by effective administration of network with growing membership and attendance at meetings*).
  - *Hold regular network meetings to provide opportunities for information sharing, best practice, relationship building etc.*
  - *Ensure appropriate administration for joining, leaving, amendments of membership records.*
  - *Delivery of 4 meetings per annum including an Annual Conference.*



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- 3. Prepare Website, Marketing and Research Deliverables** *(Evidenced by high quality website content, marketing, and research deliverables on time and to budget).*
  - Work with sector to scope out priorities for research projects based on available funding. Deliver these projects with third party support as required.
  - Work with Communications and Campaigns Officer and third parties (graphics, web designer and market researchers) to deliver website and supporting marketing and research deliverables.
  
- 4. Prepare and Deliver Training Programme** *(Evidenced by high quality training and feedback from attendees).*
  - Scope out training requirements for new entrants to sector and experienced projects in line with funding proposal.
  - Design and implement training with support from sector.
  - Review training delivery, feedback and improve where required.
  
- 5. Provide Developmental Support to Sharing Libraries and Repair Projects** *(Evidenced by growing and strengthening sharing and repair sectors and feedback on mentoring and exchange programmes).*
  - Provide direct 121 development support to new and existing projects as appropriate.
  - Support a Mentoring Scheme and Set-up Crew Scheme for experienced practitioners in the sector to share their knowledge and expertise.
  
- 6. Represent and Promote Sharing Libraries and Repair Projects across Scotland** *(Evidenced by growing awareness of sharing and repair behaviours in Scotland along with the network itself).*
  - Promote sharing and repair behaviours through wide variety of channels (blogs, social media etc) working with Communication and Campaigns Officer.
  - Promote the network for example through speaking at Conferences or to key stakeholders.
  - Make connections with other UK and International Stakeholders (e.g. Benthg Cymru, Wales Library of Things, Right to Repair etc).
  
- 7. Stakeholder Management and Partnership Working** *(Evidenced by strong relationships with key stakeholders and mutually benefiting partnerships evolving with private and public sectors).*
  - Identify key stakeholders for this project and establish strong working relationships with them.
  - Work closely to align this project with Revolve certification standard wherever possible.
  - Identify opportunities for potential partnerships with private (e.g., companies) and public (e.g., local authorities, housing associations etc) sector partners.



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### **8. Review Business Models for Sustainability** (*Evidenced by growing sustainability of sharing libraries and repair cafes, fewer failures etc*).

- Work with sector to identify viable routes to sustainability for sharing libraries and repair cafes.
- Ensure these sustainability lessons are built into support documentation and training.

### **9. Reporting to key funders and stakeholders** (*Evidenced by timely and good quality reports demonstrating project performance*).

- Prepare and provide progress reports on projects to Funders and wider stakeholders.
- Based on project performance secure planned funding for additional year.
- Develop and implement strategy for long-term sustainability of project following end of first three years of funding.

### **10. Other Duties**

- Organisation of personal workload and general administration.
- Attend relevant training courses, industry seminars, forums, and conferences.
- Ensure own and colleagues' health and safety is maintained.
- Represent Circular Communities Scotland in a professional and responsible manner.



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<b>PERSON SPECIFICATION:</b>	<b>Essential</b>	<b>Desirable</b>
<b>Personal Attributes</b>		
A strong team-player	✓	
Positive and enthusiastic	✓	
A proactive self-starter who takes the initiative	✓	
Committed to high standards of delivery	✓	
Able to resolve conflict positively and professionally	✓	
Able to function well under pressure	✓	
Interest in environmental sustainability and the circular economy	✓	
Strong self-management skills, able to manage multiple work streams simultaneously	✓	
<b>Key Skills</b>		
Excellent project management skills	✓	
Strong communication and presentation skills	✓	
Strong interpersonal skills, able to build and maintain professional relationships with a wide range of stakeholders	✓	
Great organisational skills, able to manage complex workload effectively	✓	
Strong awareness of Circular Economy in general and the Repair and Sharing movements	✓	
Good IT skills including competency with Word and Excel, PowerPoint, Outlook, digital media, and social media platforms	✓	
Financially literate with experience of managing budgets		✓
<b>Qualifications</b>		
Educated to degree level or equivalent		✓
<b>Experience</b>		
Significant project management experience	✓	
A strong track record of delivery	✓	
Experience of developing partnerships and working in collaboration	✓	
Experience of reporting progress to funders, securing funding and developing projects to ongoing self-sufficiency	✓	
Experience working in either Sharing Library or Repair Cafe sector.		✓
Experience of running network, delivering training or wider business support services		✓