

Share and growing! Are someone you



Repair is you, or know,

interested in making a difference to our community, environment and planet? Join this exciting venture and make a difference.

Job Description – General Manager

Part-time position

£22,000 per annum pro rata (37.5 hour week)

20 hours a week

Start date: After October 12th 2020

Meets with and accountable to Trustees

About Share and Repair (S&R):

Share and Repair is a small but dynamic charity which aims to change mindsets and behaviour through the promotion of sharing and repairing to reduce carbon emissions and build cohesive communities. We currently run three main projects: Repair Cafes and sessions ('Mend it, don't end it'); a Library of Things ('Borrow don't buy'); and HOW TO Workshops to empower individuals ('Do more yourself'). All of our project have a positive environmental impact and can reduce spending.

We started in 2017 with Repair Cafes and now manage or oversee 10 regular or pop-up repair events across Bath & North East Somerset (outside the COVID pandemic). We recently opened The Share and Repair Shop at 8 Broad Street (courtesy of the Council). The shop's main purpose is to be the home for our Library of Things but we also run repair sessions on two or three days a week. The HOW TO Workshops (HTW), including HOW TO use a sewing machine, HOW TO use power and hand tools and HOW TO maintain a bike have previously run alongside one of our Repair Cafés. In normal circumstances, these events help to generate cohesive communities, as well as the reduction of manufacturing, waste to landfill, and spending

About the role:

We are looking for one additional General Manager to work with the current part-time manager and support each other. The General Managers will be jointly responsible for the planning, marketing, and implementation of our projects.

You will each take responsibility for two of the following: Volunteer Coordination, the Library of Things, the Repair Cafes and HTW, Finance, Systems and Policies, but you will be involved in all aspects and be able to cover for each other. You will be involved in the

development of these projects towards a sustainable future and will be responsible for monitoring and evaluation them to measure their impact. You will prepare monthly reports to the Trustees.

Volunteers are an essential ingredient of our projects and project development and an understanding of recruitment and nurturing volunteers is vital to our overall success.

The Share and Repair Shop currently opens four days a week, Monday, Wednesday, Friday (10am-1pm) and Saturday (10am-12 midday). You will be expected to work some days in the shop and others at home and when Repair Cafes operate both General Managers will be needed on a Saturday.

Job Purpose:

To build a strong resilient organisation which works towards being sustainable in 5-10 years.

Key Responsibilities:

- To work and perform in a safe and conscientious manner
- Represent S&R both in and out of work
- To generate an income for S&R
- To support the wider goals of S&R, not just the projects you are working on
- To develop a systems approach to your work and provide the best customer experience for our users.

Key Skills & Experiences:

- You must be able to expand on the share and repair vision and to convert the vision into actions that can lead us there.
- Excellent time management and organisational skills
- Experience of planning & coordinating multiple projects, services or activities
- Proficient computer skills
- Good communication and writing skills
- Ability to develop and manage administrative systems
- Accurate & timely budget management and reporting skills
- Ability to work with multiple stakeholders both internal and external
- Basic graphic design skills for online and in print promotional material

Person Specification:

- Ability to develop good working relationships
- A professional and courteous manner.
- Ability to use initiative and to be self-motivated.
- Decisive, logical thinking with creative problem-solving ability.
- Hands on and practical approach.

- An ability to manage time and workload in order to be able to deal with tasks swiftly and effectively.
- A flexible approach to working weekends and evenings to coincide with events or meetings.

Working Relationships:

Share and Repair is a very small, but growing organisation, and you will have a relationship with volunteers, mentors, and Trustees. We are a growing community and want you to feel you can talk to the Trustees at any time.

Further Info:

The job will be based at 8 Broad Street (while we are still there!) for at least two days per week. You will be a vital member of staff, responsible for the success of our growth and development. At Share and Repair we don't just share and repair things, we also share values, and we need people who understand the importance of sharing as a way of social mobility, community building and sustainable living. We really look forward to welcoming an inspired and motivated person who cares.

Benefits:

- We offer flexible working; we do however require you to cover the shop and Repair Cafe hours.

If you are interested in applying to be part of the Share and Repair team, please send a covering letter and CV to lorna@eventusfundraising.co.uk.

Closing date: September 27th 2020 5pm.

Shop tour: The Share and Repair Shop, 8 Broad Street, Bath, BA1 5LN – Friday October 2nd 2020

Interviews: Week beginning October 5th 2020