



Share and Repair is growing! Are you, or someone you 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 (including some weekends)

Start date: After August 1st 2021

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 four 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 projects 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 in central Bath, (courtesy of the Council). The shop's main purpose is to be the home for our Library of Things but we also run regular repair sessions. 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 the activity based in the shop.

You will each take responsibility for two of the following: Volunteer Coordination, the Library of Things, the Repair Sessions, Communication and IT, Finance, Systems and Policies, and the overall responsibility for the smooth operation of the shop. You will be

involved in all aspects and be able to cover for each other. You will be involved in the development of these activities towards a sustainable future and will be responsible for monitoring and evaluating them to measure their impact. You will prepare monthly reports to the Trustees.

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

The Share and Repair Shop will open in its new location four days a week, Wednesday, through to Saturday (10am-1pm). You will be expected to work some days in the shop and others remotely. You will work closely with a Projects Coordinator who will oversee the functioning and development of Repair Cafes in the community; HOW TO Workshops including our latest one HT Reduce your Carbon Footprint. And finally our newest project HomeKit which repairs and reuses small home appliances through charity partners to low income households.

Job Purpose:

To lead the day-day delivery and development and of activity delivered from the Share and Repair Shop. And work towards a sustainable enterprise in 5-10 years.

Key Responsibilities:

- To manage and support a network of volunteers
- To generate and grow the income for S&R
- Be an ambassador for Share and Repair
- Regular reporting and feedback to to the Board of Trustees
- 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.
- To work and perform in a safe and conscientious manner

Key Skills & Experiences:

- Experience of volunteer management and coordination

You must be able to expand on the share and repair vision and to convert the vision into actions that can lead us there.

- Exceptional people skills
- Experience of working with volunteers
- 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

(desirable)

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 the shop in central Bath. You will be 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 an integral part of social cohesion and sustainable living. We really look forward to welcoming an inspired and motivated person to join our team.

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: Monday July 12th 5pm

Shop tour: Meet the General Manager week beginning July 26th 2021

Interviews: Week beginning 26th July 2021