



Chief Executive Officer Job Description SHARE AND REPAIR

Overview

Share and Repair is a Bath-based charity (CIO 1189015) which aims to change mindsets and behaviour through the promotion of sharing and repairing. Started by a group of volunteers in 2017, we have grown rapidly over the past seven years to run a Share and Repair Shop in central Bath and a network of local Repair cafes, as well as other community education and support services. We have a core staff of four people (2.5 FTE) and two freelancers, plus a team of over 260 regular volunteers, as well as a strong local network of partners and supporters.

We are now recruiting our first ever CEO to lead the organisation through the next critical phase of consolidation and development. This exciting role requires an experienced and energetic leader with strong operational and management skills, as well as the ability to represent the organisation externally.

Salary : Up to £55,000 per annum, depending on experience.

Contract: Full time, permanent

Working hours: Full-time position, 37.5 hours per week. This includes some evenings and weekends.

Location: Based in our Shop in central Bath and some remote working. There will be some local travel in support of our Workshops and Repair Cafes and other objectives.

Reporting to: Chair and Board of Trustees

Supported by:





CEO Purpose and Duties:

The CEO will be a passionate leader who will embrace and foster the spirit of sharing, repairing and community at the heart of our organisation. Working with an active board of trustees, they will oversee all aspects of the organisation, including strategy development, service delivery, fundraising, financial management and stakeholder engagement. Specifically, this will involve:

- Strategic leadership:
 - Strategy: driving the development and implementation of the charity's short and long-term strategy, ensuring their alignment with short-term and long-term objectives
 - Leading the team: leading a team of around five to build a positive culture for our employees, volunteers and customers and make provision for diversity and inclusion
- Operations management:
 - Responsibility for the delivery of all of our operations. This will involve reviewing and consolidating our systems and processes, as well as shaping and strengthening our core team
 - Hands-on management of our services: including ensuring that the staff and volunteers have what they need for the smooth daily running of the shop, repair cafes, workshops etc.
 - Responsibility for our premises and facilities, in particular our shop in central Bath
 - Ensuring adherence to legal guidelines and in-house policies to maintain the charity's legality, health and safety and alignment with our values
- Financial management:
 - Strengthening and managing our financial processes and systems, working with a part-time book-keeper and our Treasurer
 - Working with the trustees to identify financial risks and issues and to take any decisions and actions required to help the charity manage our finances
- Fundraising:
 - Developing and maintaining the fundraising pipeline, supported by the Chair and trustees
- Culture and community:
 - Growing relationships with donors, beneficiaries, government entities, national and local partners and the public
 - Managing our external profile and presence through our website, social media and other channels

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- o Internal communication of a uniform vision and values for the charity and making sure that it's understood and acted upon

Key skills and experience:

The successful candidate will be a dynamic and adaptable leader. They will be passionate about our mission to help local people in our community to save money, and the planet, through our ethos of Reduce, Repair, and Reuse.

They will need to possess excellent communication skills in order to represent us externally, but also be approachable and collaborative in problem solving internal issues. Candidates should be able to demonstrate that they have the skills required to shape the future systems and structure of our much-loved and fast-growing charity.

Recruitment timeline: Applications close on 28th June 2024 at 5pm. First round online interviews will be scheduled on 8-9 July.

To apply:

Share and Repair is an equal opportunities employer and we welcome applications from people of all backgrounds.

Please send a letter of application and CV to The Chair of Trustees:

By email at: recruitment@shareandrepair.org.uk

Or by post at: Recruitment, Share and Repair, 3 York Buildings, George St, Bath BA1 2EB

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