

# Events & Volunteer Coordinator

## Job Description

### About Repair Café Glasgow

Since it began in 2018, Repair Café Glasgow has helped hundreds of people learn new skills and helped them keep their treasured, yet broken, possessions out of landfill. We wish to encourage a move towards a more circular economy within our community and within our circle of influence. This is made possible by our fantastic volunteers, who give up their time and skills to help, and empower, others to breathe new life into old things.

We currently run monthly Repair Cafés in South Glasgow that are open to everyone to attend. We also run workshops to upskill others so they can do repairs themselves.

We are aiming to reach all, but especially those who may benefit most from extending the lives of their items or from having the opportunity for developing new skills.

We wish to include more repair workshops and outreach Repair Cafés. We are often approached by other communities to visit their areas and host a Repair Café, which has confirmed the demand in other areas. We also want to encourage as many new volunteers as possible to come and be part of a growing community, trying to make a difference to people's lives and to create a more sustainable future.

### Description of the Role

This role is to ensure all events (Repair cafés and workshops) run by Repair Café Glasgow are well-planned in advance and coordinated on the day, ensuring all equipment and volunteers necessary are available and in place for each event. The role will be responsible for managing any external relations required for the event, e.g., the host of any events, sessional workers etc.

The role will be responsible for volunteer management including supporting applications to join, induction and any training identified that may be required. The role will work with others to ensure effective social media promotion, but will not be responsible for all social media activity. The role will manage the "hello" email inquiries and the volunteer WhatsApp group.

### Specific Duties and Responsibilities

- Programming of all events (monthly repair cafés and monthly outreach events (repair café and/or workshop), with strategic support from the Board of Directors
- Ensuring smooth delivery of events; including preparation, promotion in conjunction with social media team, and support for volunteers on the day.

- Recruitment and management of volunteers to maximise their experience and value while undertaking their roles
- Developing and implementing processes, policies and procedures to support volunteers; including recruitment, induction and training
- Coordination of workshop programmes including developing a workshop delivery plan (in conjunction with the workshop sub-group or other relevant group in place.)
- Managing event finances including purchasing of tools and materials, volunteer expenses and donations; keeping good records of transactions.
- Keeping record of events/repair data etc. in line with data protection.

### General Duties

- Contribute to an enthusiastic, positive working environment
- Be a champion of the Repair Café's mission, vision and values
- Be responsible for own learning - identifying training and development gaps and seeking opportunities to learn in different ways
- Work to achieve agreed goals and targets
- Take part in annual performance appraisal and quarterly reviews, reflecting on own performance
- Follow guidelines, procedures and policies provided by Repair Café Glasgow in relation to financial management and paperwork.
- Liaise with colleagues and the Board to ensure the smooth running of Repair Café Glasgow
- Attend internal and external meetings as required
- Comply with all relevant HR policies including equal opportunities policy and practice and health and safety practices.
- Undertake other appropriate duties as required commensurate with the level and role of the job

### Essential Criteria

- Experience in event management
- Volunteer management experience
- Knowledge of record keeping (finance and data)
- Ability to produce information and materials using basic IT packages, Google doc, sheets etc

### Desirable Criteria

- Experience of working in the 3rd /social enterprise sector
- Events promotion experience including social media, PR etc.
- Interest/experience in environmental issues and reuse and repair in particular
- Personal experience of volunteering

## Organisational relationships

**Line manager:** Business Support contact on the Board of Directors

**Management responsibilities:** No formal line management but responsible for the supervision and support of volunteers

## Terms and Conditions

**Period of contract:** 12 months, (with potential opportunity to extend)

**Salary:** £7,448 (£24,960 pro rata equiv. (@40 hours/week))

**Working hours:** Part time, 12 hours/week (0.3 Full Time Equivalent (FTE))  
Saturday working is required, once or twice a month, and occasional evenings for volunteer events, therefore hours will need to be flexible based on events. You will be required to attend all Repair Cafés, unless otherwise agreed.

**Start date:** May/June 2023, exact date to be agreed.

**Place of Work:** the role will be mainly working from home, but the post holder will be required to attend Repair Cafés at various locations. Travel expenses will be paid for travel to events by public transport, bike or car if required to events from home base.

**Benefits:** Holiday pay, sick pay and contributory pension scheme.

This position will be subject to a 3 months probationary period.

## How to apply

To apply please send a CV and covering letter outlining why your skills and experience meet the requirements for this role and why you are the right person for the job.

Applications should be sent to [hello@repaircafeglasgow.org](mailto:hello@repaircafeglasgow.org) by Thursday 11th May, with interviews planned for the week commencing 22nd May.

If you have any questions, please contact Paula Pyke at [hello@repaircafeglasgow.org](mailto:hello@repaircafeglasgow.org)