



EUROPE & SCOTLAND  
European Regional Development Fund  
Investing in a Smart, Sustainable and Inclusive Future

**SHRUB Cooperative**  
(SC048825)  
**Zero Waste Edinburgh**

# **Circular Economy Programme Coordinator**

**Salary £22,145 p.a. Pro Rata 28 hours / week (£17,716)  
Fixed term contract to end March 2020**

<b>Job Title</b>	<b>Circular Economy Programme Coordinator</b>
<b>Line Manager</b>	<b>SHRUB Board and Zero Waste Edinburgh Project Coordinator</b>
<b>Supported by</b>	<b>The SHRUB Co-operative members</b>

## **1. Job Purpose**

To coordinate the overall delivery of the workshops and collections activities of the project, including a suite of engagements and events for each Material Matters Cycle, both at SHRUB and in partnership with schools and university accommodation services.

To support the Material Matters Teams and Events and Project Coordination volunteers with the aim of developing a circular economy within the community.

To establish new end-of-term community collections and related outreach and engagement activities with the local permanent and student community, in partnership with City of Edinburgh Council and local organisations.

To oversee SHRUB Space workshop space with volunteers.

## **2. Main Responsibilities**

1	Recruiting, coordinating and facilitating volunteers for all workshops and collections activity, including facilitating SHRUB Events and Community Projects Working Groups. Ensuring meaningful experience for all volunteers and facilitating learning and skill-sharing in the co-operative. Encouraging volunteers to take on roles within the project to ensure its continuation and sustainability.	40%
2	Facilitating Material Matters Teams, made up of 4-5 volunteers, to research material circulation in Edinburgh and develop circular economy solutions leaving lasting legacies in materials such as Textiles, Bicycles, Electronics, Furniture and Plastics, together with volunteers.	15%
3	Developing and coordinating the Material Matters events with Up-cycling, Repair, Skill-sharing, CineSHRUB and public and school engagements, together with volunteers.	15%
4	Developing and coordinating the end-of-term community collections, including managing the partnerships with City of Edinburgh Council, Edinburgh University and local organisations, and coordinating community engagement, together with volunteers.	15%
5	Managing workshop space with events and workshops volunteers, for use by community, volunteers, co-op members and other SHRUB projects.	5%
6	Coordinating a series of Love Your Clothes engagements in the University of Edinburgh halls, working in partnership with the university ResLife team.	5%
7	Planning the programme, reporting progress, managing budgets, and other administrative tasks related to funding requirements.	5%

### 3. Planning and Organising

- Plan own workload and activities, and delegate effectively to volunteers, to ensure effective service delivery
- Prioritise and organise ongoing programmes of work effectively
- Guide and coordinate both colleagues and volunteers working on project activities.

### 4. Problem Solving

- Deal with complexity in project implementation / prioritise what needs to be done
- Sort out logistics issues / fetching and carrying, optimising use of transport etc
- Engage volunteers through training, and guidance by example.
- Deal with any last minute issues arising from the nature of events work and volunteer management

### 5. Decision Making

- Use a variety of written, verbal and other approaches to deliver programmes
- Influence others, in order to gain acceptance and commitment to waste reduction

- Undertake risk assessments for all new activities and provide training as required
- Design and deliver activities to maximise service quality, efficiency and continuity
- Work with Board members on organisational decisions to agree resources / budget needed for each project activity.

## **6. Key Contacts / Relationships**

- The members, SHRUB staff, and the Trustees
- Zero Waste Scotland (funders)
- The University of Edinburgh Accommodation, Catering and Events and Social Responsibility and Sustainability departments, City of Edinburgh Council and other institutional partners
- Student societies and active groups at Edinburgh and the other city Universities
- Civic society groups with similar objectives
- External organisations involved in promoting low carbon community activities, such as Changeworks, CRNS etc.

## **7. Knowledge, Skills and Experience Needed [E = Essential / D = Desirable]**

**E** Managing teams of volunteers - experienced in how to delegate to and empower them

**E** Educated to HNC / HND, plus 2 years relevant work experience - or equivalent

**E** Able to engage effectively with internal / external stakeholders to solve problems

**E** Strong communication and teamwork skills for a fast-paced working environment

**E** Experience of organising events and project management skills

**E** Able to work on own initiative and organise own time / workload

**E** Full proficiency with Google Accounts and familiar with Microsoft Office e.g. Excel

**E** High level of empathy and respect for people with different backgrounds and ability to use inclusive, non-stigmatising and respectful ways of communication

**D** Experience in an environmental / social enterprise / not for profit organisation

**D** A good understanding of waste - and carbon - related environmental challenges

**D** Working knowledge of behaviour change in a sustainability context

**D** Experience in co-operative non-hierarchical forms of organising,

**D** Consensus-decision making, and tasks such as minute-taking and facilitation

**D** Experience with drafting grant applications and effective reporting to funders

**D** Experience of mentoring and relationship building within a diverse community

## **8. Dimensions**

The post holder will work as part of the co-operative team that implements the overall Zero Waste Edinburgh project with volunteers and staff members. The post holder will be based at SHRUB premises at 17 Guthrie Street, occasionally travelling between the three

SHRUB locations, while reaching out to other agencies and academic and administrative colleagues and students across Edinburgh.

## 9. Job Context and any other relevant information

The post is funded through the Zero Waste Scotland and the project must conform to the funder's accounting and project reporting requirements

The post will require some out of hours and weekend work, for which time off in lieu will be granted.

### Background:

SHRUB Coop is an exciting grassroots project that works to make big carbon savings by increasing awareness on sustainability issues and solutions.

Based out of three premises in Edinburgh, this charity provides inspiration for a low-carbon lifestyle with a Swap Shop, End of Year Collections, upcycling and bicycle repair workshops, and food sharing activities.

The Co-op is organised non-hierarchically and strives to provide an inclusive and empowering experience for all volunteers, staff and co-op members in our community.

The post holder works exclusively to deliver their role within the European Regional Development Fund supported Resource Efficient Circular Economy Accelerator Programme, which the Zero Waste Town Development Fund project, Zero Waste Edinburgh is part of.

The post holder is expected to discharge their core and specific accountabilities to deliver Zero Waste Scotland's Zero Waste Town Development Fund, which forms part of the European Regional Development Fund supported Resource Efficient Circular Economy Accelerator Programme and any other duties associated with delivering the ERDF Resource Efficient Circular Economy Accelerator programme.

[www.shrubcoop.org](http://www.shrubcoop.org) | [www.facebook.com/shrubcoop/](https://www.facebook.com/shrubcoop/)

## APPLICATION PROCESS

To apply please complete the application form and email it by **11pm 20/02/2019** to [jobs@shrubcoop.org](mailto:jobs@shrubcoop.org), with a maximum one-page **Covering Letter** in front and with a maximum two page **CV** at the end, in one single PDF file.

*Please also complete an [Equality and Diversity Form](#) with no personal identifier. This will be separated from application on receipt & filed separately for E&D monitoring purposes.*

The panel will shortlist on basis of Essential criteria with secondary weight given to Desirable criteria.

Please give as the document filename: **SURNAME - CEPC** with same as Subject Line of the email to help us keep track of applicants.

**Interviews are planned for 28/02/2019 in Edinburgh. We shall aim to call interviewees before end of 22/02/2019 to agree interview times.**

**Thank you for your interest in this opportunity.**