



**Job Title:**

**WORKSHOP & COMMUNITY  
MANAGER**

***Engaging the community, within and outwith the tool library, through the power of making.***

**Contract Period:** 2 years

**Starting:** October 2020

**Pay:** £ 22,000 per annum pro rata

**Hours:** 38 per week. Evening and weekends may be required.

**Meets with:** Volunteer Director, ETL Director

**Accountable to:** ETL Director, ETL board of trustees

**About The Edinburgh Tool Library (ETL)**

Edinburgh Tool Library is the UK's first tool library, promoting sharing as a way of reducing our environmental impact. We lend our members tools for DIY, gardening, decorating and machine repair, so that they don't need to own them. Not only does this collaborative approach make sense environmentally, it also helps our members financially.

We have two wood workshops in Leith and Portobello, two storage units, a pop up location and an electric van. We run an employability programme, a series of volunteer builds, and a residency programme for young artists. In "normal" circumstances, as well as borrowing tools to use at home, our members access our workshops several times a week, usually evenings and weekends.

Community is central to everything that we do.

For us, ETL is about building a community as well as building things.

## ABOUT THE POSITION

This is a diverse and challenging position, that will give you an insight into all aspects of the Edinburgh Tool Library.

### Job purposes

- To smooth the transition from COVID restricted ETL services back to the previous arrangements, by helping strengthen the organisation and build long term capabilities
- To build long term partnerships with other organisations in the city through partnership working, skill sharing and by working with their service users
- To ensure the health and safety of all workshop users and tool borrowers, embedding best practice throughout the organisation

### Context of the job

Due to the ongoing effects of the coronavirus outbreak, our model of operation has been and will continue to be, severely restricted. For that reason, we envisage your position changing a bit over the 2 year period of your contract. We have separated this into two phases.

#### Phase 1

Initially you would work in our two libraries, working with volunteers and staff to ensure members are able to borrow tools in a safe way. This is particularly important due to the economic downturn caused by the health crisis, and a heightened interest in home and garden improvements, which has made joining the 'library' a popular idea.

#### Phase 2

Phase 2 of this position will occur when the government restrictions have been completely relaxed, and/or a vaccine has been developed, which means sharing tools immediately after someone else is again safe. Once this is the case, the Tool Library will be able to offer open workshop sessions, and have community groups access the workshop again. At this point, teaching, educating, and engaging with other community groups will become your primary position.

Any updates on this situation will be discussed in the interview, and as with us all, flexibility in this position will be paramount.

### Scope of responsibilities

#### Ongoing

You will be in charge of servicing our current membership: dealing with enquiries to our website and email accounts and supporting volunteers to run the distribution and collection of reserved and non-reserved tools.

You will encourage our membership to grow by finding ways to engage with new audiences.

You will be responsible for coordination and training of volunteers.

You will also help with the ongoing work of ETL, gaining an all-round picture of what ETL does.

During phase 1

You will be assuring the quality of the tools we're sharing, teaming up with volunteers, teaching basic tool maintenance and supporting them in the set up of a tool repair and inventory maintenance committee.

You will contribute to an ongoing international tool library collaboration, improving the online catalogue experience for members and web-based visitors to all tool libraries, by preparing content and recording instructional videos on how to use different tools.

You will help improve and grow our library service, working with the rest of the staff to find creative ways for our current membership to share stories and feedback.

You will work with local community groups to support their activities, and bring in a little bit of tool library magic wherever it's needed to support our city to rebuild. We envisage this to involve organising outdoor making events within the government COVID 19 safety guidelines.

In preparation for phase 2

Your responsibilities will be to build upon current safe working practices and procedures, allowing member and group access to our workshop spaces, whilst following covid-secure government guidelines.

During phase 2

You will create and deliver a series of outreach and inclusion programmes, based around a similar model we already work to, with the Nailing It! group ([Read more on our website](#)), working in partnership with other charities.

Community programmes will take place over 5 weeks, working on a combination of basic woodwork projects for each individual, and potentially extending this to a community build with the charity they already are working with on site.

You will work with different groups during the week from a variety of different communities. You will organise taster sessions and take charge of sourcing materials for workshops, reporting to the Tool Library Director.

For example, on Tuesdays you could be working with LGBT Youth Scotland, and Thursdays be working with the Young Mum's group supported by the WHALE Arts community centre in Wester Hailes.

Engaging these groups of people, you will help them understand the ethos and purpose of ETL, the advantages of sharing, fostering a desire to be part of the sharing revolution, which we need to be as inclusive as possible (or it's not going to be a successful revolution!).

You will be responsible for health and safety and maintenance checks on both workshops, and the review and improvement of current procedures and protocols.

In the longer term, once workshop access returns to "normal", you will be responsible for managing workshop open sessions, and will be asked to teach some paid classes to help raise funds for the tool library offering a great learning experience to our members.

### **Working Relationships**

ETL is a small organisation, and you will have a relationship with all staff and volunteers, and members. We are a community, and have an open door policy for all members of that community, including you.

### **Further info**

You'll be based across all of our sites in Leith and Portobello. We have office space in Leith and Portobello but with current government guidelines, we work from home as much as we can.

You will have access to our electric van, and should have a full UK driving licence.

The position requires local travel and some evening and weekend working.

We are an accredited Living Wage Employer, and an Equal Opportunities Employer. We encourage applicants from across the community.

## **PERSON SPECIFICATIONS**

### **Knowledge and qualifications**

#### Essential

- Eligibility to work with individuals facing barriers
- Knowledge of tools, workshop equipment, maintenance and health & safety framework
- Good computer literacy
- Current, clean driving licence

#### Desirable

- Knowledge of G-Suite (Gmail, Google Doc and Google Sheet) & Slack

## Skills and experience

### Essential

- Proven experience and confidence with a range of tools
- Proven skills and experience of teaching small groups
- Proven skill organising and planning your work
- Proven customer service skills

### Desirable

- Experience working with volunteers
- Experience working on community-led projects and community engagement
- Experience of preparing and delivering customer surveys

## Aptitudes

### Essential

- Flexibility of thought, adaptability, and patience
- Friendly and approachable
- Good confidence in making decision and taking ownership of projects
- Autonomy in managing your own work
- Collaborative approach to leadership and teamwork
- Not afraid to get your hands dirty!

## APPLICATIONS

Applicants should fill in this online form: <https://forms.gle/J63syCTAjLd3pBdG7> before 5pm on Friday 25th September.

## Questions

If you have any unanswered questions or would like to discuss the position in more detail, please drop a line to Chris at [chris@edinburghtoolibrary.org.uk](mailto:chris@edinburghtoolibrary.org.uk).

## Funding

This position is funded through the Tudor Trust.

The Edinburgh Tool Library is a Scottish Charitable Incorporated Organisation and has charity number SC045162.