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**MOVE ON WOOD RECYCLING**

**JOB DESCRIPTION**

**Job Title:** Move On Wood Recycling Development Worker, Edinburgh

**Responsible to:** Move On Wood Recycling Operational Manager

**Contact:** If you have any questions about the post please contact [james@moveon.org.uk](mailto:james@moveon.org.uk) Tel: 0131 5516937

**Websites :** [**www.moveonwood.org.uk**](http://www.moveonwood.org.uk) **and** [**www.moveon.org.uk**](http://www.moveon.org.uk)

**Hours**: 3 days per week, 7 hours per day. The normal work days for this job are Mon-Weds with a 1hr online team meeting on a Thurs morning at 8.30am . Normal work hours are 9am-4.30pm. You may occasionally be asked to start early, finish late, work on other days, weekends or evenings. (flexi-time system is currently in place)

**Salary:** £21,150 pro rata, (full time would be 35 hr week) per annum

**Closing Date:**  Midnight on Sun 5th Sept 2021. Interviews to be held early Sept.

**Main Place of Work :** 3 New Broompark, EH5 1RS

**Move On** is an established and successful Edinburgh and Glasgow-based charity preventing homelessness and supporting vulnerable young people and others affected by disadvantages.

We are seeking to appoint a Development Worker with proven practical skills and experience to help develop and grow our wood social enterprise.

**Move On Wood Recycling (MOWR)** is a social enterprise, established in Summer, 2018, aiming to help the environment and create volunteering and employability opportunities for disadvantaged people. We do this by collecting, reusing and recycling waste timber from the building industry and other sectors.

* We also deal in used scaffold boards and locally sourced new timber.
* We launched our furniture range this year which is proving very popular.
* We support a team of volunteers and also provide training for young unemployed people.
* We are part of the UK-wide network of community wood recycling projects. [Community Wood Recycling](https://www.communitywoodrecycling.org.uk/).

**Main Purposes of job:**

1. Support and develop MOWR and it’s day to day activities.
2. To work alongside volunteers in MOWR’s day to day operations, including running the wood retail space, taking orders via phone and email, overseeing wood collections from building sites, processing used wood ready for re-sale, delivering timber and making furniture.
3. To co-ordinate the recruitment, training, support and supervision of volunteers at the MOWR project.
4. To deliver H+S and woodwork skills training for young, unemployed people.
5. To ensure the health and safety of customers, colleagues, volunteers and young people/trainees at all times.

**Other Key functions and responsibilities:**

* + Ensure all orders are paid, recorded and processed ready for delivery or collection
  + Ensuring all payments relating to training allowances and expenses are recorded accurately and within timescales.
  + Ensuring that the enterprise operates to a high standard and in a manner that is consistent with the values and purpose of Move On.
  + Attending team meetings and wider Move On meetings, where required.

**Key Relationships:**

**Internal:**

* Manager of Move On Wood Recycling
* Other members of staff
* Director of operations
* Volunteers
* Wider Move On staff team
* Trainees and students on placements

**External:**

* Builders
* The general public
* Community-based projects and other service providers
* Various referral agencies
* National Community Wood Recycling

**Wood Recycling Development Worker**

**Person Specification and Profile**

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| ***SKILLS***  ***QUAL-***  ***ITIES***  ***And***  ***EXPERI-ENCE*** | ***Essential*** | ***Desirable*** |
| * A full, clean driving license. . Confidence and ability to drive a 3.5T van (This size of vehicle is allowed on a normal UK car license) * Commitment to Move On’s values : Empowering, Inclusive, Innovative, Sustainable. * Woodworking skills and experience of making wood products. * Excellent communication skills * High level of motivation and enthusiasm * An entrepreneurial attitude * In good health and physically fit * IT skills | 1. Experience of recruiting, training and co-ordinating volunteers, especially from disadvantaged groups 2. Some experience of the construction and/or recycling industries 3. CSCS card 4. First Aider 5. Health and safety award 6. An interest and/or knowledge of environmental and social issues 7. Experience of delivering accredited training 8. Retail/customer service experience |

The role will provide the right person with a great opportunity to demonstrate their skills in supporting the growth of an exciting new social enterprise. You will need to inspire and help many people and play a major role in building an exciting venture.