JOB DESCRIPTION:

Job Title:	Sharing Library & Repair Café Network Coordinator
Hours:	Full-time (35 hours per week)
Location:	Stirling, hybrid or remote working within Scotland (occasional national Scottish travel required)
Reporting to:	Chief Executive
Key Relationships:	Staff and Board of Circular Communities Scotland, Zero Waste Scotland and Scottish Government (Funders), Steering Group members, Sharing Library and Repair Café Projects, Private and Public sector contacts and potential partners.

Job Purpose:

The Sharing Library and Repair Café Network is an exciting new project for Circular Communities Scotland funded jointly by Zero Waste Scotland and the Scottish Government.

This Coordinator role is responsible for setting-up, managing, developing, and promoting the new Sharing Library and Repair Café Network. The successful candidate will need to complete the following key responsibilities and tasks:

Key Responsibilities and Tasks:

1. **Set up and Run the Project Steering Group** (*Evidenced by strong Steering Group Meetings, Membership and Administration).*
    - *Establish Project Steering Group with appropriate supporting documentation and agreed membership.*
    - *Hold regular Steering Group meetings and document in Minutes and Actions.*
    - *Always ensure effective functioning and administration of the Steering Group.*

2. **Set up and Run the Network** (*Evidenced by effective administration of network with growing membership and attendance at meetings).*
    - *Establish the Sharing Library and Repair Café Network for existing and potential Sharing Libraries and Repair Cafés. These meetings will provide opportunities for information sharing, best practice, relationship building etc.*
    - *Ensure appropriate administration for joining, leaving, amendments of membership records.*
    - *Delivery of 4-6 network meetings per annum including an Annual Conference.*

3. ***Prepare all Support Documentation*** *(Evidenced by timely delivery of high-quality set-up guides, online resources library and other deliverables as need identified).*
    *   Gather good practice examples from the sector and work with sector experts to obtain their insights.
    *   Consolidate different inputs to one high quality set-up guide and ensure feedback obtained from sector and actioned to improve further.
    *   Research options, chose, and implement effective online resources library.
    *   Ensure support documentation is made available to all projects and process for ongoing review and improvement.
    *   As other deliverables are identified implement as required.

4. ***Prepare Website, Marketing and Research Deliverables*** *(Evidenced by high quality website, marketing, and research deliverables on time and to budget).*
    *   In discussion with the sector scope out what is required for a "shop window" website (or websites) and wider marketing resources and market research.
    *   Work with sector to scope out priorities for research projects based on available funding. Deliver these projects with third party support as required.
    *   Work with Communications and Campaigns Officer and third parties (graphics, web designer and market researchers) to deliver website and supporting marketing and research deliverables.
    *   Project manage the preparation and implementation of these deliverables, ensuring effective feedback is sought and actioned.

5. ***Prepare and Deliver Training Programme*** *(Evidenced by high quality training and feedback from attendees).*
    *   Scope out training requirements for new entrants to sector and experienced projects in line with funding proposal.
    *   Design and implement training with support from sector.
    *   Review training delivery, feedback and improve where required.

6. ***Provide Developmental Support to Sharing Libraries and Repair Café Projects*** *(Evidenced by growing and strengthening sharing and repair sectors and feedback on mentoring and exchange programmes).*
    *   Provide direct 121 development support to new and existing projects as appropriate.
    *   Implement and support a Mentoring Scheme and Exchange Visits for experienced practitioners in the sector to share their knowledge and expertise.

7. ***Represent and Promote Sharing Library and Repair Cafes across Scotland*** *(Evidenced by growing awareness of sharing and repair behaviours in Scotland along with the network itself).*

- Promote sharing and repair behaviours through wide variety of channels (blogs, social media etc) working with Communication and Campaigns Officer.
- Promote the network for example through speaking at Conferences or to key stakeholders.
- Make connections with other UK and International Stakeholders (e.g. Bethyg, Wales Library of Things, Right to Repair etc).

8. ***Stakeholder Management and Partnership Working** (Evidenced by strong relationships with key stakeholders and mutually benefiting partnerships evolving with private and public sectors).*

- Identify key stakeholders for this project and establish strong working relationships with them.
- Work closely to align this project with Revolve certification standard wherever possible.
- Identify opportunities for potential partnerships with private (e.g., companies) and public (e.g., local authorities, housing associations etc) sector partners.

9. ***Review Business Models for Sustainability*** *(Evidenced by growing sustainability of sharing libraries and repair cafes, fewer failures etc).*

- Work with sector to identify viable routes to sustainability for sharing libraries and repair cafes.
- Ensure these sustainability lessons are built into support documentation and training.

10. **Reporting to key funders and stakeholders** *(Evidenced by timely and good quality reports demonstrating project performance).*

- Prepare and provide progress reports on projects to Funders and wider stakeholders.
- Based on project performance secure planned funding for additional two years (beyond first 15 months).
- Develop and implement strategy for long-term sustainability of project following end of first three years of funding.

11. Other Duties

- Organisation of personal workload and general administration.
- Attend relevant training courses, industry seminars, forums, and conferences.
- Ensure own and colleagues' health and safety is maintained.
- Represent Circular Communities Scotland in a professional and responsible manner.

Sharing Library & Repair Café Network Coordinator

PERSON SPECIFICATION:	Essential	Desirable
Personal Attributes		
A strong team-player	✓	
Positive and enthusiastic	✓	
A proactive self-starter who takes the initiative	✓	
Committed to high standards of delivery	✓	
Able to resolve conflict positively and professionally	✓	
Able to function well under pressure	✓	
Interest in environmental sustainability and the circular economy	✓	
Strong self-management skills, able to manage multiple work streams simultaneously	✓	
Key Skills		
Excellent project management skills	✓	
Strong communication and presentation skills	✓	
Strong interpersonal skills, able to build and maintain professional relationships with a wide range of stakeholders	✓	
Great organisational skills, able to manage complex workload effectively	✓	
Strong awareness of Circular Economy in general and the Repair and Sharing movements	✓	
Good IT skills including competency with Word and Excel, PowerPoint, Outlook, digital media, and social media platforms	✓	
Financially literate with experience of managing budgets		✓
Qualifications		
Educated to degree level or equivalent		✓
Experience		
Significant project management experience	✓	
A strong track record of delivery	✓	
Experience of developing partnerships and working in collaboration	✓	
Experience of reporting progress to funders, securing funding and developing projects to ongoing self-sufficiency	✓	
Experience working in either Sharing Library or Repair Cafe sector.		✓
Experience of running network, delivering training or wider business support services		✓