



## **Events Coordinator**

Based at The Edinburgh Remakery, Ground Floor at Ocean Terminal, Ocean Drive, Edinburgh

**Salary:** £24,000 - £25,000, full-time

**Working hours:** 37.5 hours / week

**Contract:** Permanent

**Reports to:** Chief Executive Officer

**Line Management of:** Tech Trainer, Freelancers, Volunteers and Workshop Administrator

### **Background info**

The Edinburgh Remakery is a social enterprise and charity. Our mission is to create a zero waste society by diverting reusable resources away from landfill, and sharing valuable repair and reuse skills with the people in our community

We have a shop premises at Ocean Terminal Shopping Centre where we specialise in refurbishing donated Tech equipment and selling it at affordable prices in store and through our on-line shop, running repair workshops and selling refurbished furniture. We provide quality volunteering & work experience placements.

As of January 2022 we will operate from our new premises at Ocean Terminal. The shop will offer a welcoming community space where people can come and learn, be inspired, socialise and engage with repair and reuse practices and learning.

### **Scope of Role**

The main focus of this role will be to develop and coordinate our workshops activity and the volunteer programme. We have created a workshop zone within our store and this will provide exciting and engaging workshops around repair and reuse - from textile repair skills to electronics workshops tailored for a wide audience from community groups right through to corporate team building workshops.

Developing our workshops will help us increase our offering to new audiences as well as our existing supporters, engaging with the community in the process. It also aims to provide income generation as part of our social enterprise objectives. It will be essential to steer the workshops towards profitability, building on an established business model. A detailed business plan is in place, and the role will demand an ability to put this into action whilst allowing room for innovation and new, relevant business ideas.

### **Person Specification**

We are looking for someone who is forward thinking, entrepreneurial, organised, and who has excellent customer care and events/project management experience.

This is an exciting opportunity to help engage our community and businesses with the workshops we offer in person and online. With a brand new layout and lots of scope to be creative we are looking for a person with vision, excellent customer care and the ability to create high quality events which #remakeadifference!

We have a friendly and professional ethos, with a strong commitment to quality and innovation, both in terms of the services and products we provide and the way we work together.

**Essential tasks:**

- Coordinate and manage all workshops, liaising with freelancers & Tech Trainer
- Coordination of workshop bookings and customer enquiries
- Coordination of Edinburgh Remakery corporate team building workshop programme
- Create and monitor workshop targets to measure progress against the business plan
- Manage a mixed stream of workshops income and grants income
- Reporting on Remakery KPIs to senior management / the Board
- Management and supervision of staff, freelancers and volunteers
- Drawing up and coordinating staff/freelancer rotas
- Representing the Edinburgh Remakery and engaging participation from local businesses, groups and individuals

**General:**

- Contribute to an enthusiastic, positive working environment within th Edinburgh Remakery
- Contribute workshop ideas to help the Edinburgh Remakery grow
- Ensure all services staff are achieving high standards of customer care
- Undertake other appropriate duties as required

**Information Security Responsibilities:**

The Events Coordinator post holder must adhere to our ISO 27001 standards for information security tasks and functions that they might have to carry out

- Update of incidents logs
- Personal data storage compliance
- Maintaining security storage protocols

**Essential experience:**

- Customer Service Experience
- Project/Events management and/or retail experience
- Excellent interpersonal and communication skills
- Excellent time-keeping and organisational skills

**Desirable experience:**

- Experience in Social Enterprise or Charity
- Experience of employability programmes
- Merchandising/ Retail Display experience
- Experience of managing staff



**Application Procedure:**

If you would like to be considered for this role, please refer to the Person Specification and Job Description above, and email across a CV and cover letter detailing your relevant experience to the role and how you meet the requirements to [steph@edinburghremakery.org.uk](mailto:steph@edinburghremakery.org.uk).

The closing date for this role is **23:59 on Friday 21st January 2022** with interviews being held in person on Monday 31st January 2022. The proposed starting date for this role will be Monday 7th February 2022.

*Please note that generic and non-specific submissions will not be considered.*