



SHRUB Cooperative, Scottish Charitable Incorporated Organisation
(Scottish Charity Number SC048825)

Community Hub Coordinator
Salary £24,126 p.a. Full Time 35 hours/week

Job Title	Zero Waste Community Hub Coordinator
Reporting to:	SHRUB Trustees
Supported by:	Zero Waste Hub Working Group, other SHRUB staff
Location:	Zero Waste Hub (22 Bread Street)

1. Job Purpose

The purpose of the role is to lead the continuing development of the Zero Waste Hub as a community hub to empower our community to live a low carbon life and to make a circular economy accessible for all.

To provide both community development and venue management and ensure the smooth and safe running of the community hub and provide a welcoming environment for all its users.

To work closely with the Events Coordinator, Retail Coordinator and volunteers to create and manage community-led activities and a sustainable programme that empowers community inclusion and involvement in tackling the climate crisis at the community level.

SHRUB is a non-hierarchical member-led Cooperative with a large and enthusiastic community of volunteers who are essential to the delivery of our aims. As a part of the SHRUB team, your day to day work will also involve the necessary strategic planning, decision-making, problem-solving and volunteer management which enables SHRUB as a whole to thrive.

2. Main Responsibilities

1	<p>Develop and manage the community hub</p> <ul style="list-style-type: none"> • Manage the Community Hub on 22 Bread Street, maintaining the ethos of equal access to a circular economy for everyone. Promote carbon literacy within the community hub. • Collaborate with other staff members and volunteers at the hub, ensuring the hub is a safe space for the community to network and connect. • Work with the Communications Coordinator to promote the Zero Waste Community Hub and its programme. • Ensure the safety of young and vulnerable people at all stages by following safeguarding policy and procedures. • Establish best working practice and systems for the effective management of the hub activities. Ensure cleanliness and repair/maintenance. • Assist with the day to day management at the Zero Waste Hub when Hub-Floor cover is required. 	40%
2	<p>Project/programme development</p> <ul style="list-style-type: none"> • Work with other team members. Assist in the development of new initiatives and programmes that involve and benefit the community using participatory methods. • Work with the Funding working group. Assist in identifying further development opportunities for the hub and funding opportunities where appropriate. • Manage and establish new partnerships with other suitable organisations to promote the community hub and expand the reach to other communities in the local areas. 	30%
3	<p>Supporting the delivery of workshops and events in the hub:</p> <ul style="list-style-type: none"> • Liaise with the Events Coordinator, ensuring each day/evening is planned with a suitable programme. • Ensure full uptake and advertising of the Zero Waste Community Hub activities and events. 	10%
4	<p>External/space booking Oversight:</p> <ul style="list-style-type: none"> • Ensure all users of our spaces meet SHRUBs safer spaces policies 	10%

	<ul style="list-style-type: none"> • Empower volunteers to manage the use of the space to promote our goals and to develop community engagement • Ensure risk assessment forms for activities at the hub are completed and where appropriate ensure external hirers of the hub have completed their own risk assessment for their activity. 	
5	<p>Monitoring and Evaluation:</p> <ul style="list-style-type: none"> • Monitor and evaluate the project and agreed targets and provide regular reports to the Trustees, membership, and funders. • Coordinate and develop baseline assessments and indicators of success for programmes of work. Assist in the completion of project monitoring. • Work with the Finance Coordinator and the Oversight Project Coordinator and adhere to project budgets. Contribute to financial, and other progress monitoring and evaluation reports to ensure appropriate project budget reporting to funders and Trustees and membership. 	5%
6	<p>Organisational duties within the Cooperative:</p> <ul style="list-style-type: none"> • Undertake any other tasks deemed necessary for the successful completion of the post. • Participating in overall SHRUB organisational practices, such as attending fortnightly staff meetings and occasionally Steering Group and Trustee Meeting to ensure effective coordination between all stakeholders of SHRUB. • Promoting skill-sharing in the co-op and contributing to ad hoc duties to ensure the smooth running of the Cooperative. 	5%

3. Key Contacts / Relationships

- SHRUB Coop members, Steering Group and Trustees
- Relevant working group volunteers
- Project funders
- External organisations involved in promoting low carbon communities and circular economy
- Other staff members
 - Retail Coordinator
 - Events Coordinator
 - Communication Coordinator

- Finance Coordinator

4. Knowledge, Skills and Experience Needed (E = Essential / D = Desirable)

- E Educated to HNC / HND, plus 2 year's relevant work experience - or equivalent
- E Experience in a shop at a supervisory level
- E Experience in stock management and stock rotation
- E Ability to manage multiple projects and deliver to agreed deadlines and budgets
- E Experience in managing, delegating to, and empowering teams of volunteers
- E Excellent communication and teamwork skills for a fast-paced working environment
- E Able to build strong relationships with internal and external stakeholders
- 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
- E Passion for sustainability and the Zero Waste / circular economy

- D Experience in co-operative non-hierarchical forms of organising
- 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 of mentoring and relationship building within a diverse community
- D Local knowledge of Edinburgh

5. Job Context and any other relevant information

About the Swapshop

At the Swapshop you can swap your unwanted things for something else that's been preloved. You can find it at the Zero Waste Hub on 22 Bread Street.

About the Zero Waste Hub

A one stop shop for sustainable living! You can swap your preloved things in our Swapshop, enjoy some rescued food from our Food Sharing Hub, or just hang out and grab a tea or coffee from our Cafe.

Our other activities include...

The **Swapshop**, where you can swap your unwanted things for something else that's been preloved. You can find it at the Zero Waste Hub on 22 Bread Street.

The **Food Sharing Hub**, where you can fill a basket of rescued food and pay as you feel. You can find it at the Zero Waste Hub on 22 Bread Street.

The **Wee Spoke Hub**, a DIY bike workshop where we empower you with the skills and tools to repair your own bicycle. You can find it at 13 Guthrie Street.

How we work

SHRUB Coop is organised non-hierarchically and strives to provide an inclusive and empowering experience for all staff, volunteers, and members in our community. We have a staff team who coordinate around 150 volunteers across the organisation to deliver all our activities through working groups. Each project has a working group with a staff member and a team of dedicated volunteers. Other core working groups, such as Finance and Admin, Communications, and Welfare, exist to support projects across the coop.

www.shrubcoop.org www.facebook.com/shrubcoop/

6. APPLICATION PROCESS

To apply please email by **08.08.22** to jobs@shrubcoop.org attaching a single Word document comprising a maximum two A4 pages response with evidence of your knowledge, skills and experience which make you eligible for the job.

You may insert a maximum one page Covering Letter in front with a maximum two page CV pasted at the end of the same Word document as an appendix. The panel will shortlist on the basis of essential criteria with secondary weight given to desirable criteria.

Please give as the document filename: **SURNAME - Swapshop Coordinator Full-Time** with the same as subject line of the email to help us keep track of applicants.

Interviews will be held week starting 15.08.22 in Edinburgh.