**Remake Scotland**

**Supporting Sustainable Living**

**Title:** Volunteer & Learning Coordinator

**Reporting to:** General Manager

**Rate of pay:** £26,390 per annum/£14.50 per hour (pro-rata)

**Hours:**  21 hours per week (working days to be agreed)

**Based:** Remake Scotland, Unit 2, Muthill Road, Crieff with flexibility for some remote working.

**Contract Type:** Permanent Contract

**Holiday entitlement:** 155.5 hours per year (including public/bank holiday entitlement)

**Staff benefits:** Cost of living increases and Real Living Wage increases offered annually. 20% discount in the Reuse Hub, 10% discount in Food for Good shop, free textile class entry for non-booked spaces, enhanced sick pay provision.

**Role Overview:**

We are seeking a Volunteer & Learning Coordinator to support our environmental and social charitable objectives and organisational strategy. The post will principally focus on maintaining the effective coordination of Remake’s volunteer programme, ensuring that our wide range of volunteers have a positive and mutually beneficial experience during their time with us. The post will also support the effective coordination of a learning programme for the organisation’s staff and volunteer team, supporting legal compliance and promoting continuous professional development (CPD).

This is a fantastic opportunity for someone who is values-driven, people-oriented, and passionate about creating inclusive community spaces.

**About Remake Scotland:**Remake is a registered charity and company limited by guarantee, founded in 2011. Our mission is to promote a circular economy and inspire environmentally sustainable living within our community. We believe sustainable living should be accessible to everyone and embedded in everyday habits and choices.

We work towards this mission through:

* Our Reuse Hub at the Crieff Visitor Centre; a treasure trove of second-hand goods, including tools, furniture, textiles, craft supplies, and more.
* Our Tool Library; supporting our community to share resources rather than buying new.
* Food for Good, our community food project located on Crieff High Street.
* A wide programme of community engagement activities, including our monthly repair hub, climate café, local maker talks, and outreach projects supporting the climate emergency response.

We are proud to work with around 60 volunteers annually, representing a broad range of backgrounds, ages, and abilities. Our approach prioritises intergenerational community building and skills sharing in a safe and inclusive environment.

At Remake, we are collaborative, people-centred, and proactive. We value kindness, creativity, and the drive to build a more sustainable and inclusive world. You’ll be joining a small, passionate team where your ideas and voice will be heard and valued.

**DUTIES AND KEY RESPONSIBILITIES**

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| **Volunteer Coordination**:   * **Volunteer Strategy & Budget**   Develop a volunteer strategy that meets the current and future needs of the organisation and aligns with volunteer strengths and growth requirements. Ensuring that this is produced in consultation with volunteers and that equality, diversity and inclusion are embedded within the strategy and day to day operations. Keep up to date with legislation & policy related to volunteering and make necessary modifications to accommodate changes. Represent Remake in volunteer networks, policy groups and forums.  Support with the development of an appropriate budget for the organisation’s volunteer programme in alignment with financial planning processes. Track spending across the year and monitor and evaluate budgetary performance across the year in line with financial review processes.   * **Recruitment & Induction** Coordinate the recruitment process for volunteers including advertising, interviews & reference checks and meeting Duke of Edinburgh Programme requirements. Ensuring that the charity attracts diverse individuals who support organisational needs using a variety of platforms & media. Manage the induction process, ensuring all new volunteers are fully onboarded and understand their roles and responsibilities and completing administration processes for all volunteers and Trustees. Work with the wider staff team to ensure volunteer resources are used and coordinated effectively and that volunteers receive the support they need including any reasonable adjustments. * **Volunteer Safeguarding & Wellbeing** Ensure that all volunteers are appropriately safeguarded, including conducting necessary reference & PVG checks and maintaining compliance with safeguarding & H&S policies.   Undertake personal emergency evacuation planning (PEEPs) and appropriate risk assessments with volunteers as needed and ensure that these are implemented.   * Ensure volunteers are appropriately supported based on their needs and feel valued for the time they contribute, recognising that needs will vary significantly across the volunteer team. Support volunteers through pastoral care, regular wellbeing check-ins, an annual volunteer survey and appropriate signposting to other organisations or partners as needed. * **Volunteer Recognition & Celebration** Coordinate volunteer recognition and appreciation activities, including events, trips & marketing campaigns. Nurture a culture of appreciation by nominating volunteers for external awards where appropriate. * **Volunteer Monitoring & Reporting** Complete all administration relating to the collection and reporting of volunteer data, including KPI performance, volunteer hours and feedback to meet funding and Board reporting requirements.   **Learning Coordination**:   * **Learning Strategy & Budget**   In consultation with staff, volunteers and our Board of Trustees, develop and facilitate a staff training and learning strategy & schedule that ensures legislative compliance, meets insurance needs, supports continuous professional development, and ensures progress towards our strategic goals.  Develop and maintain a volunteer training & learning framework to ensure volunteers are learning skills which support our service delivery & maintain good working practices and legal compliance, supporting with the delivery of in-house training where appropriate.  Support with the development of an appropriate budget for the organisation’s training & learning programme in alignment with financial planning processes. Track spending across the year and monitor and evaluate budgetary performance across the year in line with financial review processes.   * **Monitoring & Reporting** Complete all administration relating to the collection and reporting of training and learning data, including record keeping and KPI performance, to meet funding, insurance and Board reporting requirements.   **Other Duties:**   * Provide customers with accurate and helpful information to maintain our high standards of courteous, friendly, and efficient customer service in person, online, by social media and phone. * Maintain good relations with the public, local partners, and community groups. * Maintain a safe working environment and adhere to Health and Safety policies. * You’ll need to be able to occasionally work evenings and weekends, including on and offsite to deliver community services. * Any other reasonable duties to meet Remake’s business requirements. |

**PERSON SPECIFICATION**

**Essential Skills:**

* A commitment to Remake’s aims and ethos
* Experience of working with volunteers and disadvantaged groups
* Experience of project management and developing services & strategies
* Excellent communication and interpersonal skills
* Ability to manage a varied workload
* IT Skills and proficiency with Office 365
* Experience of report writing and project evaluation

**Desirable Skills:**

* Experience of working with young people
* Experience of partnership working and community support
* Experience within the Third Sector
* Knowledge of local community support services
* Knowledge of relevant legislation & policy
* Experience of policy & risk assessment writing
* Full, clean driving license

We understand that not all candidates will bring all of these skills. If you’re passionate about sustainability, inclusion, and community work, we encourage you to apply.

**How to Apply**

Please submit your **CV and Cover Letter** by **5pm on Wednesday 9th July 2025** to: **amulree@remakescotland.co.uk**

Optional: You may also complete our **Equality & Diversity Monitoring Form** included in the application pack.

**Interview date:** Week beginning 14th July 2025  
**Contact for informal enquiries:** amulree@remakescotland.co.uk or call 01764 655733

**Pre-employment Requirements**

This role involves working with young volunteers, including those completing their Duke of Edinburgh Award. A **PVG (Protecting Vulnerable Groups)** check will be required before starting the role. An optional **Self-Disclosure Form** is included in the application pack.

**Our Commitment to Inclusion**

Remake Scotland is committed to creating an inclusive, respectful, and empowering environment for all. We welcome applications from candidates of all backgrounds, including those who are underrepresented in the environmental and third sectors.  
If you require any adjustments during the recruitment process, please contact us to discuss how we can best support you.