

Project Officer for ‘Fixing for a Future’ Project, East Linton, East Lothian

Self-employed/freelance. 1.5 days/week, up to £12,480 per annum, 2-year contract

“There are over 1,500 Repair Cafés worldwide. They’re all about repairing things together. At a Repair Café, you’ll find tools and materials to help you make any repairs you need. On clothes, furniture, electrical appliances, bicycles, crockery, toys, et cetera. You’ll also find expert volunteers, with repair skills in all kinds of fields. Visitors bring their broken items from home. Together with the specialists they start making their repairs in the Repair Café. It’s an ongoing learning process. If you have nothing to repair, you can enjoy a cup of tea or coffee. Or you can lend a hand with someone else’s repair. You can also get inspired at the reading table – by leafing through books on repairs and DIY” (repaircafe.org).

Purpose of Role

A Project Officer is required to establish a monthly **Repair Cafe** at The Mart in East Linton, to set up and oversee the running of **Skills Workshops** teaching skills such as joinery, sewing and darning and bicycle repair in East Linton Community Hall and to recruit and organise training of volunteers for these activities and for facilitating ‘carbon conversations’ groups.

Specific Duties

Repair Cafes

- To recruit volunteer repairers and other volunteers for specific duties at the Repair Cafes.
- To organise and deliver a volunteer induction detailing the aims and operation of the Repair including health and safety guidelines, rules and regulations.
- To plan the layout of Repair Cafes, including DIY library.
To liaise with volunteer repairers ahead of each cafe.
To ensure the smooth running of each Repair Cafe at The Mart, East Linton (Saturdays, 11am-3pm approx.), setting up, conducting a safety check, being a point of contact and advice for volunteer organisers and repairers, ensuring the venue is left tidy and secure.
- To organise food and drink for each event.
- To organise and facilitate review meetings with the volunteers after each repair cafe

Skills Workshops

- To recruit skilled experts (in joinery, sewing and darning and bicycle maintenance) to lead workshops. These will run as blocks of 4 fortnightly evening classes for 6-8 people with a total of 3 blocks per year plus bi-annual bicycle repair sessions
- To arrange dates, book venues and recruit participants

Carbon Conversations

- To recruit and organise training of facilitators for ‘Carbon Conversations’
- To liaise with and support these facilitators to recruit participants and run four series of ‘Carbon Conversations’
- To ensure that feedback and learning is captured and shared

Advertising and Promotion

- To organise a project launch event inviting local businesses, councillors, partners to the first Repair Cafe.
- To advertise each Repair Cafe and Skills Workshop in the East Lothian District Advertiser (ELDA) as well as on posters and sandwich boards in East Linton.
- To design and maintain a Repair Cafe website and use social media to advertising events, sharing news of the project as it develops, interviews with participants, photos, illustrations etc.
- To produce an informative and engaging section on the Repair Cafe website with 'top tips' for reducing CO2 emissions, simple repairs and waste reduction.
- Organise a mid-project learning event, with illustrator, to capture key project messages and use resulting graphics to inspire wider engagement.

Project Management

- To maintain a record of all expenditure, liaising with the Sustaining Dunbar treasurer to ensure prompt payment of invoices and monitor spending against the budget.
- To prepare grant claims and draft progress reports for Sustaining Dunbar to submit to Climate Challenge Fund as required.
- Organise and report to regular project team meetings.

Monitoring and Evaluation

- To design, produce and conduct monitoring and evaluation for the repair cafes, skills workshops and carbon conversations in the form of feedback forms, questionnaires and additional surveys (required one month after the start of the project and every three months thereafter).

Essential Criteria

- At least 2years experience of project management/coordination
- Experience of volunteer recruitment and coordination
- Experience of budget management
- Experience of monitoring and evaluation; survey design, collation and analysis
- Demonstrable interest and knowledge in climate change/environmental issues/Repair Cafe ethos
- IT Competence - Microsoft Word, Powerpoint, Excel, Wordpress, Social Media
- Communication skills

Desirable Criteria

- Experience of fundraising and/or grant writing
- Experience of work on intergenerational projects
- An understanding of principles of community development

This project is funded by the Scottish Government's Climate Challenge Fund

