



Job Description - Edinburgh Tool Network (ETN) Coordinator

Two part-time positions available
£21,000 pa pro rata
2.5 days a week
Fixed term until 31st March 2019
Applications close: Friday 6th of April

The Edinburgh Tool Library is hiring! We are looking for two enthusiastic, proactive individuals to support the expansion of the Tool Library across the city of Edinburgh. This is a diverse and creative role, requiring a broad range of skills across service design, community engagement and workshop facilitation. The ideal candidate will be friendly and approachable with hands-on experience of engaging and working with communities. Some knowledge of woodworking and upcycling skills would be desirable, but not essential – we will provide all the training you need! The Edinburgh Tool Library is an equal opportunities employer.

THE ORGANISATION

The Edinburgh Tool Library (ETL) is the UK's first tool library, promoting sharing as a way of reducing our environmental impact. We lend our members tools for DIY, gardening, decorating and machine repair, so that they don't need to own them. Not only does this collaborative approach help our members financially, it also makes sense environmentally. We have three sites in Leith – a police box, a tool depot, and a workshop.

Community is central to everything that we do and we currently have close to fifty 'Tooligans' – our group of volunteers who play an invaluable role in many of our projects. Across our staff, members and volunteers we engage with a hugely diverse range of people from all backgrounds.

THE EDINBURGH TOOL NETWORK

The Edinburgh Tool Network will be an extension of the existing Tool Library service. It will enable more people across the city of Edinburgh to share tools and access workshop facilities through the creation of another Tool Library and wood-working workshop, modelled on our existing premises in Leith. The workshop will be open throughout the week and hold regular taught workshops to teach people how to use tools to reduce their carbon foot print and environmental impact, whether through repairing furniture, reusing materials or fixing bicycles. In addition to the new tool base and additional workshops, the Edinburgh Tool Network will also introduce the Tool Transporter – a mobile community wood-working workshop. This will enable us to work with High Schools and youth groups across the city, increasing levels of carbon literacy amongst young people.



THE ROLE

The Edinburgh Tool Network (ETN) Coordinators will support the ETN Manager in the establishing and delivering the Edinburgh Tool Network. Each ETN Coordinator will be involved in running the new Tool Library, covering both tool lending services and the workshop, as well as supporting the work of the Tool Transporter. The Coordinators are responsible for working with the local community to create the most relevant and accessible Tool Library possible. The main focus of the ETN Coordinator will be to engage local people in activities around the Tool Library and using this as an opportunity to improve carbon literacy across the community.

The ETN Coordinator is a varied role, including aspects of workshop facilitation, community liaison, service design, marketing and volunteer recruitment. The ETN Coordinator will have to recruit and manage a community steering group and involve them in all major decisions regarding the development of the Tool Library. The ETN Coordinator will also be responsible for working with the community to determine a schedule of taught workshops which are relevant, appealing and accessible to the local community.

You will report to, and be supported by, tool library management. You will be expected to manage a significant budget, overseeing the spending of the three Project Coordinators. You will also be able to draw on the support of the rest of the tool library staff and volunteer team, including some administration support.

The role will cover all of Edinburgh. A full driving licence is advantageous

SCOPE OF RESPONSIBILITIES

- Lead the delivery of key project activities in line with project objectives of the Climate Challenge Fund (CCF) application
- Support the delivery of the ETN Tool Depot and Workshop
- Organise relevant workshops on a regular basis, including identifying and contracting relevant collaborators.
- Regular liaison with local community members and relevant community groups
- Identify and organise relevant volunteer opportunities and training
- Responsible for maintaining project plans and managing the day-to-day budget
- Monthly reporting to ETL and the wider community
- Hold and record regular team meetings with ETL staff
- Leadership of the environmental ethos of ETL
- To complete any other duties that may be reasonably required.

Note: position requires local travel and regular evening and weekend working

PERSON SPECIFICATIONS

KNOWLEDGE AND QUALIFICATIONS



ESSENTIAL

- Community engagement
- Workshop delivery and facilitation

DESIRABLE

- Knowledge of measuring carbon reduction outcomes
- Experience of volunteer management
- Experience of facilities Management
- Marketing and social media experience¹

SKILLS AND EXPERIENCE

- Experience of planning & managing multiple projects, services or activities
- Experience of project planning, monitoring & evaluating systems
- Experience of facilities management
- Experience of working on community-led projects
- Accurate & timely budget management and reporting skills
- Analytical, solutions focused problem-solving skills
- Ability to manage administrative systems
- Experience of network building and development
- Communication skills: report writing, presentations, verbal
- Ability to work with multiple stakeholders both internal and external
- Experience of developing exciting and relevant workshops for young people
- Experience or knowledge of woodworking or other upcycling techniques

APTITUDES

- Adaptable
- Organised and able to manage competing priorities
- Collaborative approach to leadership and teamwork
- Demonstrated and committed environment ethos
- Ability to work using your own initiative
- Friendly and approachable
- Not afraid to get your hands dirty!

SALARY

This position is funded through the Scottish Government's Climate Challenge Fund and the European Regional Development Fund.

Pay is £ 21,000 pro rata until 31st March 2019 fixed term, with potential for a further 12 month extension.



APPLICATIONS

Applicants should send a CV, covering letter and a 500 word answer to the question 'What would you bring to the Edinburgh Tool Library?' to jobs@edinburghtoollibrary.org.uk by 5pm on Friday April the 6th. Please include **your name**, and '**ETN Coordinator Job Application**' in the subject line of your email.

QUESTIONS

If you have any unanswered questions or would like to discuss the role in more detail, please drop us a line to hello@edinburghtoollibrary.org.uk

