



Job Description - Edinburgh Tool Network (ETN) Manager

One position available

£25,000 pa pro rata

Full time (35 hours per week including evening and weekend work)

Fixed term until 31st March 2019

Applications close: Friday 6th of April

The Edinburgh Tool Library is hiring! We are looking for an experienced and competent individual to manage the expansion of the Tool Library across the city of Edinburgh. You will be expected to develop and implement the full business model to secure the financial sustainability of the Tool Network expansion. This is a diverse and multi-faceted management role with duties ranging from day-to-day facility management to community engagement programming. The ideal candidate will have experience of managing complex community projects, as well as having a hands-on approach to community engagement and service delivery. Previous experience of overseeing a similar project from concept to realisation would be desirable, but is not essential. We welcome applicants of all professional backgrounds. 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 facilities – 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 opening of another tool lending service and a 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, etc. 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 and other communities with restricted access to these resources.



THE ROLE

The Edinburgh Tool Network (ETN) Manager is responsible for establishing, organising and growing the Edinburgh Tool Network. Directing two part-time ETN Coordinators, the ETN Manager will develop and implement a clear and sustainable vision for the Tool Network.

Working alongside the Tool Library Director, the ETN Manager will work within, and oversee the running of, the new tool base, ensuring the tool lending service run smoothly and managing the facility and its revenue-generating activities.

The ETN Manager will liaise with CCF and follow up with two ETN Coordinators, ensuring that they are working to meet membership and environmental targets across all the Tool Library's activities. The ETN Manager will support ETN Coordinators in arranging budgets for a programme of taught workshops.

The ETN Manager will make initial partnerships within the immediate community and wider Edinburgh. The ETN Manager will be the first point of contact on behalf of the Tool Network and will also be responsible for developing marketing and social media strategies for the Tool Network, working with the rest of the team to plan events as appropriate.

The ETN Manager is also responsible for the Tool Transporter project. They will be in charge of contacting High Schools and Youth Groups across Edinburgh to arrange workshops for young people, to help improve carbon literacy amongst the younger generation. They will be expected to work with the relevant staff to develop and facilitate suitable workshops for people aged between 12 and 18.

You will report to, and be supported by, Tool Library management. You will be expected to manage a significant budget efficiently. 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 and will involve evening and weekend work. A full driving licence is advantageous. Due to the nature of the work with young people, a PVG check will be undertaken.

SCOPE OF RESPONSIBILITIES

In line with objectives of the Climate Challenge Fund (CCF) application:

- Overall responsibility for delivery of the ETN project
- Responsible for running smoothly the multiple aspects of the ETN project from the new tool base to the Tool Transporter and the carbon reduction outcomes
- Monthly reporting and claims to CCF
- Responsible for maintaining project plans and managing budget, directing the two ETN Coordinators
- Identify, assess and manage any ETN project risks



- 1st point of call for challenges arising regarding the ETN project
- Leadership of the environmental ethos of ETL
- Hold and record regular team meetings with ETL staff
- Ensure organisation is compliant with all relevant regulatory policy
- To complete any other duties that may be reasonably required.

THE PERSON SPECIFICATIONS

KNOWLEDGE AND QUALIFICATIONS

Any professional background is welcome to apply.

Desirable but not essential (or demonstrable interests)

- Business models and administration
- Circular economy
- Community projects and engagement

SKILLS AND EXPERIENCE

- Experience of managing a complex community project
- Experience of planning & managing multiple services or activities in a facility
- Experience of planning, monitoring & evaluating systems
- Experience of managing a small team
- Experience of developing exciting and relevant workshops for young people
- Experience of network building and partnership development
- Accurate & timely budget management and reporting skills
- Analytical, solutions focused problem-solving skills
- Ability to manage administrative systems
- Ability to work with multiple stakeholders both internal and external
- Social media skills: strategy and content creation
- Communication skills: report writing, presentations, verbal

APTITUDES

- Organised and able to manage competing priorities
- Attention to details
- Adaptable
- Demonstrated and committed environment ethos
- Collaborative approach to leadership and teamwork
- Ability to work using your own initiative



SALARY

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

Pay is £ 25,000 pro rata until 31st March 2019 fixed term, with potential for a further 12 month extension.

APPLICATIONS

Applicants should send a CV, a covering letter **AND** a 500 word answer to the question '*What would you bring to the Edinburgh Tool Library?*' to jobs@edinburghtoolibrary.org.uk before 5pm on Friday 6th of April. Please write your name **AND** '*ETN Manager 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@edinburghtoolibrary.org.uk.

