



## Job Description - Edinburgh Tool Library: Easy Sharing Coordinator

£21,000 pa pro rata

1 day a week (*position requires occasional evening and weekend working*)

Fixed term six-month contract starting in April 2019

Applications close: Friday 22 March 2019

We are looking for an enthusiastic, proactive individual to operate Easy Sharing, a six-month pilot project. Easy Sharing will allow people in the West of Edinburgh to reserve tools and collect them at one of four local community centres. The Easy Sharing Coordinator (ESC) will load ETL's electric van with reserved tools and drop them off at the four pickup points, collect tools that are being returned and bring them back, and build community with Easy Sharing users and links with the community centres. The pilot project will start with a community making event at each of the four community centres, which the Coordinator will organise.

This is a diverse and creative role, combining skills and aptitude for practical work with tools, sharing skills, building social connections and engaging community, inventory management, and sound practical and organisational skills.

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 and experience driving a van would be desirable, but not essential – we will provide all the training you need! But you do need to have a full driving licence. 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, and a workshop in Portobello.

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.

### **Easy Sharing**

Easy Sharing is funded under NESTA's Sharelab Project. Last year, the Scottish Government published a report on how Scotland should best develop the collaborative economy in a way that promotes social justice. Sharelab arose from its recommendations. Easy Sharing is one of five projects funded by Sharelab to support collaborative transactions, on a digital



platform, particularly focused on supporting people facing barriers to participation. Other Sharelab projects address community transport and renewable energy. Easy Sharing is the only Sharelab project to develop sharing through a library of things.

Easy Sharing will be an extension of the existing Tool Library service. It will enable more people across the city of Edinburgh to share tools and build community with each other. It will strengthen links between ETL and community centres and neighbourhoods. It will support ETL's development path towards making sharing simpler than shopping for everyone in Edinburgh.

## **THE ROLE**

In the first month of the pilot, the Easy Sharing Coordinator (ESC) will organise a community making event in each of the four locations, with support from community centre staff, ETL staff and volunteers, and freelance members of the Easy Sharing team working on business development and research. At the community making events, the ESC will be part of a team promoting and explaining Easy Sharing membership of ETL and recruiting new members.

For the rest of the pilot period, the ESC will support the ETL Director by delivering the weekly Easy Sharing Service. As part of the project, ETL's library catalogue has been extended to support Easy Sharing's multiple pickup/dropoff locations. The ESC will use myTurn to manage distribution and return of tools from the ETL depot in Leith, and drive round the four West-of-Edinburgh locations: to granton:hub, North Edinburgh Arts in Muirhouse, Broomhouse Centre, and WHALE Arts. At each location they will liaise with an Easy Sharing community support worker who will facilitate networking and handover. As well as managing the delivery of tools, the ESC will be forging links with individual Easy Sharing members and the partner community centres.

You will report to, and be supported by, Tool Library management. 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 the West of Edinburgh. A full driving licence is essential.

## **SCOPE OF RESPONSIBILITIES**

- Operate the six-month Easy Sharing pilot delivery service
- Manage distribution and collection of reserved tools
- Organise community making events
- Regular liaison with local community members and relevant community organizations
- Monthly reporting to the ETL Director and liaising with ETL staff and the Easy Sharing team.
- Demonstrating the environmental ethos of ETL
- Completing any other duties that may be reasonably required.



*Note: position requires local travel and occasional evening and weekend working*

## **PERSON SPECIFICATIONS**

### KNOWLEDGE AND QUALIFICATIONS

#### Essential

- Planning & Teamwork
- Community engagement
- Competent driving

#### Desirable

- Inventory management on a digital platform
- Experience of driving a regular van route
- Experience, knowledge and confidence with a range of tools
- Marketing and social media experience

### SKILLS AND EXPERIENCE

- Experience of being part of a team in a complex project or service
- Experience of working on community-led projects
- Accurate timekeeping
- Confidence to take responsibility for problem-solving.
- Ability to manage inventory
- Experience of network building and development
- Excellent verbal communication skills
- Ability to work with multiple stakeholders both internal and external
- Experience of developing exciting and relevant practical making events
- 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!

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### SALARY

This position is funded through NESTA Sharelab.

Pay is £ 21,000 pro rata at 0.2 FTE for a fixed six-month starting in April 2019.



## **APPLICATIONS**

Applicants should send a CV, covering letter and a 500 word answer to the question 'What would you bring to Edinburgh Tool Library's Easy Sharing project?' to [easy@easyssharing.org](mailto:easy@easyssharing.org) before 5pm on Friday 22 March.

## **QUESTIONS**

If you have any unanswered questions or would like to discuss the role in more detail, please drop us a line to [development@edinburghtoollibrary.org.uk](mailto:development@edinburghtoollibrary.org.uk)



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