

Job Title:

OUTREACH PROGRAMME MANAGER



Breaking barriers and building bridges through partnerships with local organisations and makers.

Contract Period:

Starting: May 2025

Pay: £30,000 p/a pro rata

Hours: 0.6 Full Time Equivalent

Meets with: ETL Director, Workshop Managers and Teachers

Accountable to: ETL Director, ETL board of trustees

About The Edinburgh Tool Library (ETL)

Edinburgh Tool Library 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 make sense environmentally, it also helps our members financially and encourages community action throughout the city.

We have two permanent Libraries in Portobello and Meadowbank, two wood workshops in Leith and Portobello and an electric van and cargo bikes that allow us to pop up anywhere in Edinburgh. We are currently expanding in the Granton and Wester Hailes areas of the city. As part of our volunteer programme, we run community builds, teach classes covering basic woodworking and DIY and run a 6 month resident maker programme helping more people get into professional making.

We have also developed a substantial outreach programme, bringing classes to communities who face barriers to DIY and Woodworking, and creating safe environments for all to learn in.

Community is central to everything that we do. By providing tools and a safe learning environment, we aspire to create a welcoming, stronger and more sustainable community for all.

ABOUT THE POSITION

This is a diverse and challenging position, that will put you at the forefront of an exciting branch of what we do at the Edinburgh Tool Library. This role includes coordination of teachers and classes, but no teaching is required, therefore knowledge of woodworking and DIY is not needed. Previous experience in a teaching environment in any capacity is desirable.

Job purposes

- To coordinate the outreach department, liaising with teachers and external organisations to book outreach courses
- To build long term partnerships with other organisations in the city
- To lead the growth of the Edinburgh Tool Library outreach department

Context of the job

In the past two years, the demand for DIY and woodworking classes has increased across the community, as has our pool of teachers and access to funding. We have developed a strong framework for our outreach department to grow from, and are now looking for an enthusiastic individual who can lead this team and expand our reach across the city.

Scope of responsibilities

Within the Outreach Department

- Coordinating outreach classes, scheduling teachers and our spaces
- Coordinating teacher training and recruitment
- Providing teacher and student wellbeing support when needed
- Liaising with partner organisations to provide the best care for students, and maintaining awareness of other organisations / services to signpost
- Assisting with funding applications, completing reports for funders
- Overseeing the outreach budget, identifying areas of outreach that need financial support and liaising with the rest of the staff team to find it

With the rest of the staff team

- Contribute to team meetings to keep staff informed of outreach activities
- Maintain communication with the rest of the staff team, ensuring that the outreach department is in sync with all other departments
- Liaise with the social media team to publish classes and information about outreach on all ETL channels
- As part of the ETL expansion, assist satellite locations in setting up their own outreach classes

- Networking with other third sector organisations across Edinburgh, and Scotland, by attending networking events, taking part in forums and maintaining relationships with current partners.

Working Relationships

ETL is a small organisation, and you will have a relationship with staff and some volunteers. We are a community, and have an open door policy for all members of that community, including you.

Further info

We have office space in Leith, Portobello and Meadowbank. The position requires local travel within Edinburgh, primarily between our spaces, and some evening and weekend working.

We are an accredited Living Wage Employer, and an Equal Opportunities Employer. We encourage applicants from across the community.

PERSON SPECIFICATIONS

Skills, knowledge and experience

Essential

- Experience working on community-led projects and community engagement
- Experience leading a team and coordinating the team schedule
- Experience working in teaching environment in any capacity
- Excellent communication and listening skills
- Knowledge of G-Suite (Gmail, Google Doc and Google Sheet) & Slack

Desirable

- Networking experience in Edinburgh's third sector
- Experience working with volunteers
- Current, clean driving licence

Aptitudes

Essential

- Flexibility of thought, adaptability, and patience
- Friendly and approachable
- Good confidence in making decisions and taking ownership of projects
- Autonomy in managing your own work
- Collaborative approach to leadership and teamwork

Questions

If you have any unanswered questions or would like to discuss the position in more detail, please drop a line to Chris at chris@edinburghtoollibrary.org.uk.

APPLICATION PROCESS

1. Fill in both:
 - the application form:
<https://forms.gle/S2d3zTDkTgv2rogB7>
 - and our equal opportunities monitoring form:
<https://forms.gle/GnP13Jzn6qqYv41w9>
2. and send a CV to
jobs@edinburghtoollibrary.org.uk

APPLICATION DEADLINE

Thursday 24th April 5pm.

We will aim to get back to those we wish to interview by Wednesday 30th April. Interviews will take place in person in Portobello Workshop on Tuesday 6th May.

If you haven't heard from us by Thursday 1st May, you haven't been selected for an interview but thank you so much for your time and effort. We appreciate everyone's enthusiasm for the role and organisation. Please note we're anticipating a large response and as a small team, we're unlikely to be able to provide feedback to applicants who haven't been invited to interview.

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The Edinburgh Tool Library is a Scottish Charitable Incorporated Organisation and has charity number SC045162.