



SHRUB Cooperative, Scottish Charitable Incorporated Organisation  
(Scottish Charity Number SC048825)

## Events Coordinator

**Salary £25,000 p.a. pro rata, part time 28 hours / week (£20,000)**

Fixed term contract to March 2022 - extension subject to successful funding bids

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| <b>Job Title</b>     | <b>Events Coordinator</b>                      |
| <b>Reporting to:</b> | <b>SHRUB Trustees</b>                          |
| <b>Supported by:</b> | <b>Events Working Group, other SHRUB staff</b> |

### 1. Job Purpose

The Events Coordinator oversees SHRUB's events and workshops activity, with the aim of developing circular economy and a world without waste within the community. This includes coordinating SHRUB's End of Term Collections and Freeshops, inducting and supporting SHRUB's regular and one-off events volunteers, helping SHRUB members and volunteers to run events which are in line with SHRUB's mission and carbon targets, and overseeing the development of SHRUB's external spacebooking system.

SHRUB is a non-hierarchical member-led Cooperative with a large and enthusiastic community of volunteers who are essential to the delivery of our aims. As a part of the SHRUB team, your day to day work will also involve the necessary strategic planning, decision-making, problem-solving and volunteer management which enables SHRUB as a whole to thrive. This position is funded through the Scottish Government's Climate Challenge Fund.

### 2. Main Responsibilities

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| 1 | <b>Coordinating and facilitating annual university end-of-term collections, community collections, and two Freeshops:</b> | 40% |
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|   | <p>Managing the end-of-term collections at the university and the community collections in Marchmont, as well as annual community and student Freeshops, including volunteer recruitment and inductions, partnership management, logistical planning, communications planning alongside the Communications Coordinator, overseeing the day-to-day running of the activities including delegation as necessary, and reflection and evaluation with the aim of creating guides for replication of the project.</p>            |     |
| 2 | <p><b>Recruiting, training and supporting Events volunteers:</b><br/>Enabling volunteers to take an active and meaningful role in all areas of the management and development of SHRUB events. Supporting volunteers through the Working Group structure and 1:1 check ins to ensure an empowering and meaningful volunteer journey experience for all.</p>   | 25% |
| 3 | <p><b>Planning and overseeing an innovative and engaging annual events programme at SHRUB:</b><br/>Liaising with staff, members and volunteers to design a coherent annual event programme to engage, inform and expand the SHRUB community. Maintaining oversight of the planning and delivery of this programme, including budgeting, marketing of each event in conjunction with the Communications Coordinator and ensuring volunteers are fully apprised of appropriate event delivery procedures where necessary.</p> | 10% |
| 4 | <p><b>Monitoring and Evaluation:</b><br/>Contributing to financial, progress and monitoring &amp; evaluation reports, working alongside the Operations Coordinator and Finance Coordinator to ensure appropriate reporting to funders, Trustees and membership. Working with the Finance Coordinator to agree and adhere to project budgets.</p>  | 10% |
| 5 | <p><b>Overseeing external spacebooking at SHRUB's various premises to create thriving social and environmental community hubs:</b><br/>Working with relevant project staff and Working Groups to oversee systems and processes for external spacebookings at the Zero Waste Hub and other SHRUB premises.</p>   | 5%  |
| 6 | <p><b>Organisational duties within the Cooperative:</b><br/>Participating in overall SHRUB organisational practices, such as attending decision making meetings, staff and buddy meetings, to ensure effective</p>  | 10% |

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|  | <p>coordination between all members and staff of the cooperative. Promoting skill-sharing in the co-op and contributing to ad hoc duties to ensure the smooth running of the Cooperative.</p> |  |
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### 3. Key Contacts / Relationships

- SHRUB Coop members, staff and trustees
- Relevant working group volunteers
- Project funders
- External organisations involved in promoting low carbon communities

### 4. Knowledge, Skills and Experience Needed (E = Essential / D = Desirable)

- E** Educated to HNC / HND, plus 2 years relevant work experience - or equivalent
- E** Experience in event management
- E** Experience of partnership working
- E** Ability to manage multiple projects and deliver to agreed deadlines and budgets
- E** Experience in managing, delegating to, and empowering teams of volunteers
- E** Excellent communication and teamwork skills for a fast-paced working environment
- E** Able to build strong relationships with internal and external stakeholders
- E** Able to work on own initiative and organise own time / workload
- E** Full proficiency with Google Accounts and familiar with Microsoft Office e.g. Excel
- E** High level of empathy and respect for people with different backgrounds and ability to use inclusive, non-stigmatising and respectful ways of communication
  
- D** Experience in co-operative non-hierarchical forms of organising
- D** Experience in an environmental / social enterprise / not for profit organisation
- D** A good understanding of waste and carbon related environmental challenges
- D** Working knowledge of behaviour change in a sustainability context
- D** Experience with drafting grant applications and effective reporting to funders
- D** Experience of mentoring and relationship building within a diverse community

### 5. Job Context and any other relevant information

#### About SHRUB Coop

We're a cooperative in Edinburgh working for a world without waste! We empower our community to live a low waste and low carbon life. Become a member and learn to fix a bike, swap your preloved things, enjoy some rescued food and be inspired by new ideas.

*Our activities include...*

The **Swapshop**, where you can swap your unwanted things for something else that's been preloved. You can find it at the Zero Waste Hub on 22 Bread Street.

The **Food Sharing Hub**, where you can fill a basket of rescued food and pay as you feel. You can find it at the Zero Waste Hub on 22 Bread Street.

The **Wee Spoke Hub**, a DIY bike workshop where we empower you with the skills and tools to repair your own bicycle. You can find it at 13 Guthrie Street.

The **SHRUB Space** workshop, where we run upcycling activities and environmental film screenings. You can find it at 17 Guthrie Street.

### **How we work**

SHRUB Coop is organised non-hierarchically and strives to provide an inclusive and empowering experience for all staff, volunteers, and members in our community. We have a staff team who coordinate around 150 volunteers across the organisation to deliver all our activities through working groups. Each project has a working group with a staff member and a team of dedicated volunteers. Other core working groups, such as Finance and Admin, Communications, and Welfare, exist to support projects across the coop.

[www.shrubcoop.org](http://www.shrubcoop.org) [www.facebook.com/shrubcoop/](https://www.facebook.com/shrubcoop/)

## **6. APPLICATION PROCESS**

To apply please email **by Sunday 23rd February at midnight** to [jobs@shrubcoop.org](mailto:jobs@shrubcoop.org). Your application should take the form of a single word document containing:

- a covering letter (maximum one page length)
- a statement detailing evidence of your knowledge, skills and experience which make you eligible for the job (maximum two pages)
- a CV (maximum two pages)

Applications will be shortlisted on the basis of essential criteria with secondary weight given to desirable criteria.

Please give as the document filename: **SURNAME - Events Coordinator** with the same as subject line of the email to help us keep track of applicants.

**Interviews will be held on 10th March 2020 in Edinburgh.**

