



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

Swapshop Coordinator

Salary £25,000 p.a. pro-rata, part-time 21 hours / week (£15,000)

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

Working days: Friday-Sunday 11-6pm

Job Title	Swapshop Coordinator
Reporting to:	SHRUB Trustees
Supported by:	Swapshop Working Group, other SHRUB staff

1. Job Purpose

The Swapshop Coordinator is responsible for the day to day retail management and development of the Swapshop in our vibrant Zero Waste Hub from Friday to Sunday. In collaboration with the full-time Swapshop Coordinator, this role oversees the running of the shop and supports the Swapshop volunteers to ensure the Swapshop is a thriving enterprise working towards SHRUB's zero waste ethos and charitable objectives. This is primarily a retail-focused role whilst coordinating volunteers on a daily basis.

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 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

1	Retail management of the Swapshop: Developing stockroom management, the image and revenue of the	55%
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	Swapshop. Improving visual merchandising, displays and carbon literacy signage, as well as Swapshop processes, including pricing processes, donation flow, stock room and till management. Maintaining a presence on the shop floor during opening hours, advising customers about SHRUB membership and carbon literacy.	
2	Recruiting, training and supporting Swapshop volunteers: Enabling volunteers to take an active and meaningful role in all areas of the management and development of the Swapshop. Supporting volunteers through the Working Group structure and 1:1 check ins to ensure an empowering and meaningful volunteer journey experience for all.	20%
3	Monitoring and Evaluation: Contributing to financial, progress and monitoring & 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.	5%
4	Supporting the Sustainable Fashion meet-up group and other Carbon Literacy workshops: Alongside the Events Coordinator, coordinating the Sustainable Fashion meet-up group and actively supporting the Events Coordinator to create workshops and events throughout the year to: 1) promote carbon literacy within the community, 2) build excitement around the project, 3) provide a space for SHRUB community to network and connect.	5%
5	Liaising regularly with the Full-Time Swapshop Coordinator and the Zero Waste Hub team: Ensuring the holistic development of the Swapshop and the Zero Waste Hub as a whole. Taking an active role in the administration of the shop including contributing to necessary refurbishments, shop fitting, and partnership agreements alongside relevant staff members. Collaborating with the team at the Zero Waste Hub and the Operations Coordinator to address issues related to the delivery of all projects contained within the Hub, the general maintenance of the premises as a whole, and staffing of out of hours events.	5%
6	Organisational duties within the Cooperative:	10%

	<p>Participating in overall SHRUB organisational practices, such as attending open meetings, staff circles and buddy meetings, to ensure effective coordination between all members and staff of the SHRUB. 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

- Full-Time Swapshop Coordinator
- 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 relevant work experience
- E** Experience in a shop at a supervisory level
- E** Experience in stock management and stock rotation
- E** Ability to manage multiple projects and deliver to agreed deadlines and budgets
- E** Experience in managing 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
- E** High level of empathy and respect for people with different backgrounds and ability to use inclusive, non-stigmatising and respectful ways of communication
- E** Passion for sustainability and the Zero Waste / circular economy
- E** A willingness to learn in a small and vibrant team

- 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 of mentoring and relationship building within a diverse community
- D** Local knowledge of Edinburgh

5. Job Context and any other relevant information

About the Swapshop

At the Swapshop 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.

About the Zero Waste Hub

A one stop shop for sustainable living! You can swap your preloved things in our Swapshop, enjoy some rescued food from our Food Sharing Hub, or just hang out and grab a tea or coffee from our Cafe.

Our other activities include...

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 www.facebook.com/shrubcoop/

6. APPLICATION PROCESS

To apply please email by **midnight on 15th March 2020** to jobs@shrubcoop.org . Your application should take the form of a single word document containing:

- a covering letter (maximum two pages)
- a CV (maximum two pages)

Please do not include your date of birth or photo in any of the documents.

The panel will shortlist on the basis of essential criteria with secondary weight given to desirable criteria.

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

Interviews will be held on the 25th March in Edinburgh.

