



BLACK ISLE REPAIR CAFE VOLUNTEER CO-ORDINATOR (INDEPENDENT CONTRACTOR)

Contract summary: We are looking for a self-motivated, home-based worker to support the administration and development of the Black Isle Repair Café.

Contract length: Initially we are looking for support from August 2024 until June 2025. The contract is funding dependent; further funding will be sought to continue the contract beyond that date.

The fixed contract is for £255 per month (approximately 17 hours per month worked flexibly at £15.00 per hour).

The Black Isle Repair Cafe (BIRC) was set up two years ago by a small group of like-minded people joining forces with community groups with similar aims. With advice and support from existing Repair Cafes and national networks, it grew quickly and now has over 40 volunteers, some with specific repair skills, and others helping with the café, administration and in other roles such as fund-raising and publicity.

Moving to different community venues around the Black Isle for its monthly events, it's known as a friendly, welcoming and helpful place for both volunteers and visitors, usually on the first Saturday of the month from September until June, except for December.

The cafe is supported by Black Isle Mens Shed (BIMS) and operates under the umbrella of Transition Black Isle (TBI) with some paid hours through TBI Highland Community Waste Partnership funded posts.

There is a BIRC steering group made of founding members and volunteers from the Repair Cafes, TBI and BIMS. It meets monthly before each cafe.

The Volunteer Coordinator is the main contact point for Repair Café Volunteers, and maintains the friendly and efficient communication necessary for its smooth running. Contacting and welcoming new volunteers is an important part of the role, as is flexibility in responding to the evolving needs of this new community service.

Volunteer communication is all done online through email, WhatsApp, Team Up App and Google spreadsheets.

Specific Deliverables:

- Attend monthly Repair Cafes and Steering Group meetings (can be in person or by Zoom): provide admin support for Steering Group

- Book venues, arrange payments and check necessary equipment (such as wifi, kitchen etc)
- Maintain social media presence and advertise regularly
- Maintain correspondence with volunteers and ensure sufficient volunteers for each cafe
- Maintain correspondence regarding repairs: forwarding these to the relevant volunteers to assess
- Contact and welcome new/potential volunteers
- Arrange and publicise Volunteer evenings
- Help develop the repair cafe and expand its network of like-minded supporters, including ties with other community groups.

Details of Contract:

We are looking for a friendly and approachable personality with a commitment to community based work to combat the climate crisis.

Essential skills:

- Good communication skills both personally and online
- Computer literate and able to work alone
- Have an interest in: Repair as part of Circular Economy, Climate Action, Community Development and moving towards Net Zero

The Volunteer Coordinator will liaise closely with the BIRC Steering Group, Highland Community Waste Partnership, Transition Black Isle and Black Isle Men's Shed. (S)he is answerable to the Steering Group, normally through the Chairperson. They will also liaise with steering group members on fundraising and finance activities.

The hours are flexible and can be worked from home, but the Co-ordinator will be expected to be in attendance at cafes (9 per annum) and volunteer evenings (2 per annum). The co-ordinator will be expected to use their own computer, phone and office equipment. Access to a vehicle is essential.

If you are enthusiastic about making a positive impact on the environment and have the skills to support our community-driven initiative, we'd love to hear from you.

To apply, send your CV and cover letter to blackislerepaircafe@gmail.com by 10am on 29th July 2024.

Transition Black Isle will administrate payment of the contract on behalf of the Black Isle Repair Cafe. The position is to be funded by Black Isle Repair Cafe activities and fundraising with additional support from Transition Black Isle funds where required.

Join us in creating a sustainable future for the Black Isle community!

BIRC is a member of Circular Communities Scotland and Share and Repair Network.

For more information about the Black Isle Repair Cafe and affiliated organisations, please visit:

- [Black Isle Men's Shed](#)
- [Transition Black Isle](#)
- [Highland Community Waste Partnership](#)
- [Circular Communities Scotland](#)
- [The Share & Repair Network](#)