



## Greener and Cleaner – Repair Coordinator

**JOB TITLE:** Repair Coordinator

**CLOSING DATE:** Sunday 9 March 2025

**INTERVIEW DATE:** Thursday 13 March 2025

**SALARY:** £30,000 per annum for 1 day per week (0.2 FTE, pro-rata salary £6,000)

**CONTRACT TYPE:** This is a PAYE, fixed-term contract for 52 weeks

**SECTION:** Charity Support / Community Activation

**REPORTING TO:** Programme and Impact Manager

**LOCATION:** The Hub (Unit 268, Upper Mall, The Glades, High Street, Bromley, BR1 1DN) / Beckenham Repair Café (Kingsway Church, 18 Rectory Road, Beckenham, BR3 1JA) / Bromley borough

**RESPONSIBLE FOR:** Coordination of all repair-related projects, including planning for and running Repair Cafés, ensuring effective communications and marketing, and gathering of insight to complete funder reporting. Managing tools, equipment, and human resources (volunteers and staff) to ensure delivery of repair and mending activities.

Training will be provided for any responsibility areas allocated that don't match previous experience.

**HOURS:** 7.5 hours per week, including some weekend working as repair activities typically run on weekends (Saturdays).

The Hub is currently open during the following times (with opening/closing shifts starting or ending 15 minutes outside of these hours):

- Monday 10:00–18:00
- Tuesday Closed
- Wednesday Closed
- Thursday 10:00–18:00
- Friday 10:00–18:00
- Saturday 10:00–18:00
- Sunday 11:00–17:00

### ABOUT THE CHARITY:

Greener and Cleaner grew out of the community. It was started in 2019 by a group of passionate and ambitious local residents in Bromley to activate local people in response to the environmental challenges that our planet faces.

We are a truly grassroots organisation, having been initiated, and mostly run, by volunteers to date, with events and activities co-produced with our wider community. We are committed to working in collaboration, growing together, improving our neighbourhood, and lowering impact. In 2021 we achieved charity status and have now grown to over 7,000 members and around 90 volunteers who regularly give up their time to teach, help, and deliver impactful activities.

## **CURRENT DELIVERY PROGRAMME:**

Greener and Cleaner aims to enable, encourage, exemplify, and engage residents on climate change and sustainable living and runs activities across this spectrum. We have opened The Greener and Cleaner Hub in The Glades shopping centre in Bromley, which is located in a prime part of the shopping centre close to HMV and McDonald's. The space is open 5 days per week and is manned by both paid staff and volunteers. It houses a Library of Things, provides advice to the public on all aspects of sustainability-focused behaviour change, and hosts at least two free public workshops every week – these range from sewing skills to energy-saving advice to building resilience to addressing eco-anxiety.

## **ABOUT THE ROLE:**

Greener and Cleaner is looking for a Repair Coordinator to be part of the team, ensuring the efficient running of community-based repair activities. The ideal candidate will be friendly and welcoming to all volunteer and community members. They will be organised, effective communicators, and have a personal interest in the mission of Greener and Cleaner.

**Please note: The successful candidate may be subject to a reference and enhanced DBS check, in line with Greener and Cleaner's Safer Recruitment policy.**

## **PERSONAL SPEC:**

You will be organised and reliable, a steady pair of hands, who really likes to help others and give great service. It is essential that you will be happy to work relatively autonomously.

Ideally, you will have a good broad knowledge of repair skills and be happy to talk to others about this, but upskilling can be provided.

### **Duties will include:**

- Coordination of all repair-related projects for which funding has been obtained
- Planning for, supporting, and running Repair Cafés within The Hub / throughout the borough
- Organising regular repair and mending activities to deliver on project requirements, ensuring all funds are effectively utilised and no activity is double-funded
- Ensuring effective communications and marketing of all planned activities (and the impact of them) to encourage higher attendance rates across all activities
- Gathering of insight from repair/mending activity attendees to measure the difference made and to effectively complete funder reporting

- Managing tools, equipment, and human resources (volunteers and staff) to ensure delivery of repair and mending activities
- Working with existing roles to ensure additional repair and mending activities fit into broader charitable aims and The Hub delivery (e.g. Events lead, Comms Manager, Volunteer lead)

#### **Other responsibilities:**

- To ensure adherence with all corporate policies and procedures in place (in particular, the Health and Safety Policy, Safeguarding Policy, and Equal Opportunities and Diversity Policy) that may change from time to time.
- As a small organisation, it is important that all staff are able to work effectively as a team and provide mutual support. Therefore, the postholder may be called upon to assist in other aspects of the team and organisation's activities.

Due to the nature of the work, this is not suitable for home working, though some hours may be delivered from home to plan for activities (to be agreed with the manager).

#### **HOW TO APPLY:**

If you meet most of our requirements and want to apply, please send one of the following to [jobs@greenerandcleaner.co.uk](mailto:jobs@greenerandcleaner.co.uk) with the subject line '**Repair Coordinator**' by the deadline of Sunday 9 March 2025:

- A CV and cover note explaining how you meet the requirements of the role; or
- If you don't have a CV, a note outlining why you would be a great fit, with some relevant examples/experience detailed.

If you would like an informal chat first about the role, please drop us a line at the same email address and we will arrange this. If this method of recruitment does not work for you for health reasons, please get in touch by emailing to discuss alternatives.

This role is funded with support from the National Lottery Community Fund.