



Community Activator – Benthyg @ Railway Gardens

Reports To	Benthyg Cymru
Status	Contractor
Salary	£14 per hour, 11 hours per week
Time Required	6-month contract
Start Date	August 2022

POSITION SUMMARY

We're looking for an enthusiastic, proactive and creative person to lead on setting up Benthyg Cymru's newest Library of Things at the exciting new Railway Gardens project in Splott.

We need someone who will infuse the community with enthusiasm and find innovative ways to collaborate with other community projects in the area, raising the profile for borrowing instead of buying to help everyone save money, save space and save the planet.

The successful applicant will have a proven track record of engaging effectively with volunteers and community groups, and a good eye for detail to continually improve our processes and systems.

This Community Activator will be based at Railway Gardens for most of their working time, which will include regular weekend hours, but be flexible about attending community events where relevant. They will work closely with the team at ACE Benthyg (Dusty Forge) and the Cardiff community driver to embed the Benthyg Cymru and Repair Café Wales 'Mobile Cardiff' project, ensuring everyone in Cardiff has access to borrowing and repair.

We are also advertising two Community Driver roles (Cardiff and Vale) and will consider applicants who wish to undertake more than one of these roles concurrently.

Benthyg Cymru recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates as BAME and disabled people are currently under-represented throughout Benthyg Cymru and Repair Café Wales. We have made a positive commitment to employing disabled people and guarantee to interview all disabled candidates who meet the minimum essential criteria for the role as set out in role profiles.

ROLE REQUIREMENTS

Role Requirements	Key Duties
Project support and administration	<ul style="list-style-type: none"> • Quickly develop a detailed understanding of the project goals and feed into the development of a project plan. • Trouble-shoot issues as they arise, seeking input from colleagues as appropriate. • Demonstrate competency in Benthyg Cymru systems and processes, and Repair Cafe Wales' where relevant e.g. for work relating to the Mobile Cardiff project • Recruit and mentor volunteers, developing a sense of community ownership of the project • Comply with project requirements for quality management, health and safety, legislation, environmental policies and general duty of care, acting as a role model for volunteers. • Formally report any procedural concerns or incidents to Benthyg Cymru and Repair Cafe Wales central teams where relevant
Quality Management	<ul style="list-style-type: none"> • Support implementation of centralised Benthyg Cymru systems, policies and processes. • Provide excellent customer service to borrowers. • Identify opportunities to feedback centrally to develop and improve systems, policies and processes. • Take necessary action to communicate/advise/assist non-compliance with health and safety and other core processes. • Establish and implement communications for the awareness of quality issues with centralised Benthyg Cymru team. • Liaise with customers, partners and suppliers as necessary (where impacting/affected by quality issues). • Work closely with volunteers to support and role model consistent data input and service provision.
Health and Safety	<ul style="list-style-type: none"> • Effectively follow standards, processes, communications, training and systems to demonstrate and role-model volunteer compliance with: <ul style="list-style-type: none"> ○ Management of risks, issues, action and learning logs for the operations area. ○ Health and safety policy ○ A safe operational environment without risk to health. ○ Safe equipment, and safe movement, storage and use of articles and substances. ○ Adequate provision of first-aid and welfare facilities and support. • Demonstrate a strong understanding of health and safety policies and practices, putting them into practice and role-modelling compliance for volunteers.

VALUES

Benthyg Cymru's activities provide benefit to communities around Wales by creating a culture of resilience and environmental sustainability that brings communities together to share items, knowledge and skills.

All employees, contractors and volunteers are required to operate in line with Benthyg Cymru's core aim to operate a network of places where people can:

- Access affordable borrowing of things they need but don't own, saving money and space in their homes
- Donate things they own but don't need, contributing to national waste reduction targets
- Meet to share knowledge and skills with each other, increasing community resilience

SKILLS AND EXPERIENCE REQUIRED

Technical Skills	<ul style="list-style-type: none">• Competent in MS Office – particularly Word, Excel and Outlook• Competent in social media
Previous Experience	<ul style="list-style-type: none">• Experience in a similar project focused role(s)• Experience in managing logistics• Experience working on similar projects• Experience of sustainable initiatives or the circular economy• Experience working with volunteers and community groups
Competencies	<ul style="list-style-type: none">• A genuine commitment to the values and ethos of Benthyc Cymru.• Good communication skills, both written and verbal.• Solid organisational skills including attention to detail and multitasking skills.• An engaging manner with ability to build rapport with a range of different people in different roles.• Passion, enthusiasm and a real commitment to make a difference.• Able to work on your own initiative, as well as part of a team.• Understand barriers to participation
Additional requirements	<ul style="list-style-type: none">• Welsh language skills are desirable• Ideally familiar with the locality and community that will be engaging with this project• Role-holder will need to work outside normal working hours, including some evenings and weekends

RECRUITMENT TIMELINE

Interviews: 11th & 12th August 2022

Decision communicated: 15th August 2022

Start date: 22nd August 2022 (flexible)

To apply please submit your CV and a supporting statement setting out how your skills and experience make you suitable for the role (no more than 2-sides of A4) to teulu@benthyc-cymru.org