

Job Title: Waste Electrical and Electronic Equipment (WEEE) Coordinator – Repair & Share Foyle

Location: Derry-Londonderry

Employment Type: Part-time, 28 hours per week, 2 year contract, subject to probation. We are open to exploring this as a job share.

Salary: £24,752 per annum (*plus 3% employer pension contributions*).

Reports To: Programme Lead

Repair & Share Foyle is a Community Interest Company on a mission to reduce waste one fix and share at a time. Our community-led initiatives turn waste into opportunities, promote repair over replacement, and bring people together to build a more sustainable future. What started as a volunteer-led repair café has grown into a thriving movement, and now, we need someone passionate, proactive, and people-focused to help lead the way. This is a unique opportunity to shape and grow an organisation that is changing how our community interacts with waste.

We put people first, valuing collaboration, inclusivity, and shared growth. Our team is made up of passionate volunteers driven to make an impact on the local environment.

Job Overview:

This role is funded by the National Lottery Community Funds 'People & Communities' Grant.

Are you passionate about fixing electricals and electronics and reducing waste? As our WEEE Specialist, you'll play a key role in giving e-waste a second life while sharing your skills with others. You will be a wizard when it comes to fixing all things electrical, demonstrating competence in electrical repair and safety, even if not a qualified electrician. As the fastest-growing waste stream in the world, e-waste presents unique challenges and opportunities. You will be someone who can manage a busy workshop, deliver repair workshops, and develop a resale platform, all while advocating for the right to repair.

Key Responsibilities:

E-Waste Stream Management:

- You'll take the lead in making sure old electronics & electricals get a second chance, whether that's through repair, refurbishment, or creative reuse.
- Oversee the repair and refurbishment of electrical & electronic items, ensuring they meet safety standards and are ready for resale or donation.

Workshop Management:

- Manage a busy workshop, ensuring it operates efficiently and safely.
- Organise and lead repair workshops, educating participants on the principles of electrical repair and safety.

- You will play a key role in developing and maintaining a steady flow of repair work, you will work closely with volunteers to ensure consistent output.

Business Development & Resale Platform:

- With the Programme Lead, you will develop a resale platform for refurbished electrical & electronic items, contributing to the organisation's sustainability.
- Identify new opportunities for business development within the e-waste stream, including partnerships and community engagement.

Educational Outreach & Training:

- Collaborate with the Programme Lead to deliver educational outreach programs that promote the circular economy and the right to repair.
- You'll be part of a supportive team, helping volunteers gain hands-on skills and confidence in repair work.
- Develop practical tool kits and content for use in key projects.

Portable Appliance Testing (PAT) Services:

- Oversee PAT testing services, ensuring that all tested items meet required safety standards.
- With the Programme Lead you'll coordinate these services and expand their reach within the community.

Volunteer Coordination:

- Support and mentor volunteers, providing them with the skills and knowledge needed to contribute effectively to repair activities.
- Foster a collaborative and inclusive environment where volunteers feel valued and motivated.

Advocacy for Circular Economy and Right to Repair:

- You'll advocate for the circular economy and the right to repair, raising awareness within the community about the importance of reducing e-waste.
- Your participation in events, workshops, and other outreach activities to promote these principles will be key.

Experience:

- Demonstrated competence in electrical/electronic repair and safety, with hands-on experience in fixing a variety of electrical and electronic items.
- Experience in workshop management, volunteer coordination, or similar roles is an asset.

Knowledge & Skills:

- Strong understanding of the e-waste stream, circular economy principles, and the right to repair movement.

- Excellent organisational skills, with the ability to manage a busy workshop and coordinate multiple projects simultaneously.
- Proficiency in PAT testing or a willingness to undergo training.

Personal Attributes:

- Passionate about sustainability and reducing waste, and the right to repair. This isn't just a job for you; it's something you truly believe in.
- You're someone who takes initiative to solve problems, working collaboratively and hands-on to support colleagues and drive positive outcomes.
- A clear and confident communicator, whether you're explaining a process, sharing insights, or working with a team to make something happen.

What can we offer you?

- **Contract Duration:** This is a fixed-term contract for two years, with potential for extension subject to funding and performance.
- **Working Hours:** Part-time, 28 hours per week with some evening and weekend work may be required.
- **Skills development:** We will support you to attend training and events, where travel will be a requirement.
- **A range of flexible working arrangements**, including flexi-time, time in lieu (TOIL), and home or remote working, when office working or attendance at events is not required.
- **Annual Leave:** 20 days per annum, plus bank holidays (pro-rata for part-time employees).
- **Pension:** Employees will be auto-enrolled into a workplace pension scheme in line with statutory requirements, with a 3% employer contribution.
- **Scope** to take real ownership and drive the project forward, personally developing along the way.
- We provide the chance to make a difference in a fun to the local community, eclectic and creative atmosphere.

How to Apply:

Please submit your CV and a cover letter outlining your experience and why you are passionate about the role to repairsharefoyle@gmail.com by **5pm Wednesday 4th June**. Applicants must have the right to work in the UK. Proof of eligibility will be required.

Need more info? Reach out to us at cvrepairsharefoyle@gmail.com for any questions.

Accessibility: We want every candidate to have a fair and comfortable experience. If you have any communication or accessibility needs, let us know, we're happy to adjust the interview or application process to support you.

Equal Opportunities: Repair & Share Foyle is an equal opportunities and living wage employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and we welcome applications from all individuals, regardless of age, gender, disability, race, religion, sexual orientation, or any other protected characteristic.