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| Job Title: | Project Assistant – Swansea Repair Space |
| Responsible to: | Project Manager – Beyond Recycling Swansea, Engagement and Volunteering |
| Salary: | £22,000 per annum/pro rata |
| Core Hours: | 14 hours per week, Thursdays and Fridays. Days and hours worked may vary and flexibility is required. Weekend and evening work may occasionally be necessary, for which time off in lieu will be given. |
| Position Type: | Part time, fixed until October 2025 with the option to extend depending on funding |
| Annual Leave: | 25 days plus bank holidays, per annum/pro rata |
| Pension: | Government NEST scheme, 3% employer / 5% employee contribution |
| Location: | Based at Swansea Community Workshop, High Street, Swansea, SA1 1PE |

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| About The Role |
| **We are looking for a Project Assistant to join our exciting new project establishing Swansea Repair Space.** This new project will be running a repair space where members of the public can get household items, clothes, electrical and similar repaired by a group of volunteer fixers. There will also be a Library of Things which will provide low-cost lending of useful household items.  The successful candidate will have experience of customer service and have an ability to enthuse, involve and communicate with a wide range of individuals including volunteers and members of the public.  Experience of following organisational processes to ensure a safe, effective and enjoyable service as well as collecting robust data for day operations, monitoring and reporting will be needed for this post.  Knowledge of waste minimisation and practical experience of reuse, recycling and repair would be very welcome. An understanding of wider environmental and sustainability issues will also be useful. |
| Role and Responsibilities |
| As our Project Assistant, you’ll be expected to:   * Be front of house at the Swansea Repair Space, providing excellent customer service as the first point of contact for the public and project volunteers * Deal with queries via email, phone and in person at the Swansea Repair Space * Support the smooth running of project * Administer the volunteer rota, ensuring that volunteers have the information and support they need * Use our systems to record data used to manage and monitor use of Library of Things and the Repair Café * Ensure that project activity and the impacts are recorded, monitored and evaluated through the use of an effective monitoring system. * Support with the organising of events and activities * Help with day-to-day project tasks * Help with the admin of feedback and data from evaluation forms * Ensure health and safety and data collection policies are being correctly adhered to * Provide content to the Communications Officer to help promote and publicise the project * Be part of conversations and engagement that will help develop the project and ensure it is sustainable * You may be required to undertake any other duties that fall within the nature of the role and responsibilities of the role |
| Team Working |
| You will primarily work with the Project Manager to deliver the Swansea Repair Space project. You will closely collaborate with and be supported by the wider staff team, in particular our Communications Officer and Project Officers also based at the Swansea Community Workshop. |
| Person Specification |
| Essential Criteria  * Strong organisational skills with attention to detail. * 1 year’s minimum experience of working in within an assisting/administrative role. * Excellent written and verbal communication skills. * Ability to use own initiative and work with minimum supervision. * Ability to work with others as part of a busy team, and have an adaptable, flexible and enthusiastic approach to changing circumstances. * Experience of volunteering, or working with volunteers * Good level of Microsoft Office, with experience of SharePoint and Teams, Word, Excel spreadsheets and Outlook. * Ability to multi-task, prioritise workloads and meet deadlines. * Interest in environmental and sustainability issues, in particular the themes of reuse, repair and recycling.  Desirable Criteria  * Experience of working in an administrative role on environmental projects * Although the role will not require any fixing skills, a knowledge of this area would be advantageous * Experience of working within the third sector * Ability to communicate through the medium of Welsh |

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| How to Apply | Please complete our Application Form.  In Section 4 - Skills /Experience/Further Information (pages 4-6), please tell us why you think you would be suitable for the post. *Refer to the* *role responsibilities and person specification*, giving examples of relevant experience, whether obtained through formal employment or voluntary/leisure activities.  Apply by **email** to[**office@environmentcentre.org.uk**](mailto:office@environmentcentre.org.uk). Hard copies can be sent to: Centre Manager, The Environment Centre, Pier Street, Swansea SA1 1RY. |
| Key Dates | The deadline for applications is 9am on Monday, 13th May 2024.  We expect interviews to take place on Wednesday, 22nd May 2024. |