



WEEE Repair Project Coordinator

Role Description

Background:

[Orinoco, The Oxfordshire Scrapstore](#) is in 2020 at an exciting point in its long history of helping county residents to banish boredom and save the planet by providing them with artistic and creative scrap materials. After almost three decades of operations and in the wake of heightened public awareness on the effects of waste pollution and climate change, we are now working on becoming a regional Repair Hub for Waste Electrical and Electronic Equipment (WEEE) using funds from UK producers, manufacturers and retailers of electrical and electronic items, made available through the [Valpak Distributor Take-back Scheme](#).

We are looking for a **volunteer WEEE Repair Project Coordinator** to help us reach **our aim** to establish Orinoco as the go-to place for the first attempt at keeping electrical things out of bins and in 'usefulness'. **Our goal** is to fix almost 5 tonnes of household or commercial WEEE between January and December 2020 for Oxfordshire residents and organisations.

The repair service will be for both resident and commercial clients wishing to have their items repaired or tested for electrical safety, or of for items donated to Orinoco for future sales. Items will come in and out of the 'Repair Hub' either via client drop-offs and pick-ups at the scapstore, or through collections and deliveries from pick-up and drop-off points from designated public libraries across Oxfordshire county. We already have a dedicated electricals repairer, and a team of dedicated scrapstore volunteers. The successful WEEE Repair Project Coordinator will not need to have any repair expertise or experience, however an understanding of the repair sphere will be beneficial!

In order to set up this libraries network, we are working closely with Oxfordshire County Council and Bicester Green (who will be another Oxfordshire Repair Hub).

Role details:

- **Working location:**
 - Remotely from location of choice
 - Orinoco Scrapstore, Bullingdon Community Centre, Peat Moors, Oxford OX3 7HS. As and when needed, during opening hours (Tuesday, Thursday and Saturday 11-4pm)
- **Working hours:** Flexible, 4h per week
- **Supervision / Reporting to:** Store manager
- **Start date:** ASAP
- **Duration:** Jan 2020 – Dec 2020

Role duties and objectives:

- Assist Orinoco with physically setting up and maintaining the hub at Orinoco's premises
- Review, refine and implement the project Communications Plan
- Review, refine and implement the repair service management system at Orinoco's premises
- Ensure the smooth and safe running of the operations, in line with legal requirements
- Monitor and evaluate service management data to identify issues, recommend service improvements, and to report repair data to our project partners
- Manage correspondence, liaise with clients and partners, or engage with current and prospective project partners
- Any other duties in support of the project

Essential candidate criteria:

1. Passion for waste prevention or sustainability
2. Interested in gaining working experience as a project coordinator / start-ups
3. Good organisational and analytical skills
4. Good verbal and written communication skills
5. Good physical condition for manual handling, at various room heights
6. Experience with using a range of social media platforms
7. Experience in using the Microsoft office suite, internet browsers and e-mail services
8. Ability to work in a friendly professional manner with people from all walks of life, including people with difficulties and disabilities
9. Reliable, flexible and adaptable to a changeable working environment

Desirable criteria:

10. Previous work experience as a project coordinator
11. Previous work experience with implementing Communications Plans using a variety of channels, including local media, the press, social media, or information stalls
12. Cat. B driving license

How to apply:

We hope you are as interested and excited as we are and that you will consider applying for the role. We highly recommend that contact James Mayo, Orinoco Store Manager, at manager@oxorinoco.org to arrange a store visit and an informal chat about the project. In order to apply, please email a CV and a Cover Letter, or drop it off at the store during opening hours.

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