



WEEE Repair Project Coordinator Role Description

Background:

[Orinoco, The Oxfordshire Scrapstore](#) started 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 were 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](#).

Although the pandemic has created some set backs to the project, it has begun in earnest to fix items donated by residents and to establish connections with other local organisations.

We are looking for a **WEEE Repair Project Coordinator** to help us continue to reach **our aim** of establishing 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 4 tonnes of household or commercial WEEE between January 2020 and June 2021 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!

The libraries network was started before the pandemic, working closely with Oxfordshire County Council and Bicester Green (who are another Oxfordshire Repair Hub) and will resume when restrictions ease. We envisage this role being mostly home-based until restrictions allow the store to open again and a flexible approach to working will be essential.

Role details:

- **Working location:** o Remotely from location of choice
- **Pay:** £13 per hr - freelance
- **Working hours:** Flexible, 8 – 16h per week

- **_Supervision / Reporting to:** Store manager
- **_Start date:** ;ASAP
- **_Duration:** ASAP – June 2021 (with possible extension)

Role duties and objectives:

- **_Assist** Orinoco with running and developing 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 and current Covid legislation
- **_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.

Document last updated: March 21