London Network Coordinator

About the Restart Project - who we are?

Electronic waste is one of the fastest growing waste streams. We are all consuming too fast, and we feel frustrated when products fail. The Restart Project is a registered charity and social enterprise that helps people transform their relationship with electronics by teaching repair at community events, working with educators and makers, and speaking in public and online. We started as an all-volunteer organisation and volunteers still play a crucial role in supporting our team. We look at the big picture, on how to improve electronics for people and the planet, from design and manufacture all the way to end of life, and our community activities are central to this.

About the role

The focus of this role is networking and communication: engaging with our London network of party hosts and volunteers to build and strengthen events, and creating partnerships with repair businesses to boost the repair economy and build a shared platform for change.

In 2022, with funding made possible thanks to National Lottery players, we are creating two Fixing Factories with partners on a Camden High Street and inside a waste facility in Brent. These spaces will provide opportunities for people to get broken electrical devices fixed, for repurposing computers for local school children, as well as holding repair workshops and engaging with people on how repair impacts the climate crisis. This role will be responsible for coordinating this work.

This role reports to the Co-Director, UK Strategy & Operations.

What we offer

We provide the chance to make a difference in a fun, eclectic and creative atmosphere, where work can move quickly and not be hampered by bureaucracy. Read more about why it's great to work at Restart.

We also have an ample training budget to support our staff members. We are based in central London and have flexible working hours.
We are offering a full time position with a one-year contract, with possibility of renewal.

Schedule: 37.5 hours a week, with some flexibility within our core working hours of 10.30am to 4.30pm, and the need for occasional participation in evening and weekend events.

Compensation: between £27,584 - £31,025pa depending on experience. Plus pension contributions and 28 days leave allowance.

Only people already eligible to work in the UK should apply.

**Applications will be accepted until 30th January 2022.**

**Apply via email to jobs@therestartproject.org with your CV and a covering letter or short video explaining why you are attracted to the role.**

Interviews with selected candidates will be scheduled for the week commencing on 7th February 2022.

**Responsibilities**

**London Network Support**

- Manage the calendar of Restart events in London to maximise accessibility of our events
- Support London Restart Party hosts to use our online tools, collect and share data about impact, access equipment and recruit volunteers
- Serve as online community manager and digital communications lead for our London network
- Build and maintain a relationship with Restart Party hosts and other members of the network
- Working with volunteer coordinators to plan and deliver volunteer welcome sessions and schedule skillshares
- Build a strong working relationship with the volunteer coordinators
- Encouraging best practices by leading on work to promote diversity, assess and reduce risk
- Establishing new connections with London community organisations
• Liaising with partners in the London area including workshops, small businesses, cultural and educational institutions, waste authorities and local authorities

Fixing Factories
• Setting up regular meetings with stakeholders and partners, listening and acting on recommendations
• Work with Mer-IT on referring young people for training opportunities
• Facilitating learning and development of more permanent model for Fixing Factories

Camden High Street
• Liaising with our partners Possible at our Camden site to deliver a project focusing on small household appliances and electronics
• Building strong relationships with repair businesses in Camden to get involved on site
• Help coordinate repair workshops, 1-2-1 learning sessions and special workshops for school trips

West London - Brent Recycling Centre
• Liaising with our partners and the local Waste Authority to deliver a site to repurpose computers for local people in need, along with partner Ready Tech Go
• Supporting fixers to engage with members of the public visiting the recycling centre dropping waste
• Organising public events demonstrating how laptops can have second lives

Communications
• Content production for the web, social media, email, and print, about the London community including drafting copy, sourcing and editing images
• Content creation for social media at London based events and at Fixing Factories
• Assistance coordinating media requests and appearances at Restart Parties and Fixing Factories in London
• Managing the on-call media rota of London volunteers for media appearances
Skills & Experience

● Ability to engage & communicate with people effectively, both one-on-one and in groups
● Ability to articulate and embody community values including radical openness
● Understanding of open ways of working and fostering diversity in practice
● Experience in service delivery and interfacing with the public
● Experience with volunteer engagement and management
● Highly organised with experience of managing calendars
● Good communication and support, both in writing and in person
● Copywriting for digital and offline resources
● Experience in creating content for web and social media channels
● Experience using mailing lists, Twitter, Instagram, online collaboration tools
● Passion for saving the planet, electronic waste, gadgets and/or making

Great-to-haves

● Event Management
● Experience in a “front of house” type role, either in the community or a business
● Working knowledge of participatory design methods
● Managing grants or contracts
● Experience working with the media and managing requests
● Experience using tools like Trello, Wiki, Slack, project organisation tools
● Documentation of practices and learning
● Experience working in an innovative, mission-driven organisation