



Job Description

Job title	Small Electricals Repair Tutor
Reports to	Head of Live Well Services
Tenure	Fixed Term Contract until the 30 th June 2024
Location	From our premises in Llanelli
Salary	£26,000 pro rata (£17,662)
Hours of Work	21 hours per week

Introduction and Background

Foothold Cymru is a social justice organization. It is a charitable company limited by guarantee, registered in England & Wales No. 02633128 Charity No. 1188696. Further information on the organisation can be obtained at www.footholdcymru.org.uk. Since its inception in 1991, Foothold Cymru has successfully delivered a range of projects that support local people to design and deliver their own solutions to local issues and challenges.

Bright Sparks is a pioneering new project to reduce e-waste in Carmarthenshire. Drawing on the skills and resources of young people, our Bright Sparks team will create an e-waste Hub to repair and recycle small electrical items, particularly smartphones and laptops. The overall aim of the project is to support the creation of a zero-waste society by diverting reusable resources away from landfill and sharing valuable skills and experience. To achieve this aim the project will run e-waste workshops to support increased awareness of how to reduce e-waste and through pop up shops to redistribute re-furbished products within the local community; supporting those experiencing hardship due to cost of living pressures.

This is a start-up project and requires someone who's confident to work independently at times, and with flexibility as we navigate the growth and development of the project. The ideal candidate will have skilled experience in the repair of electricals and be able to look at broken and used materials and see potential for a new life. Ideally, they will also have experience of working with young people, running workshops, or teaching experience. A keen interest in positive environmental action would also be desirable.

The Role

The Repair Tutor role will support the delivery of the project as per the project plan, and is the perfect role for you, if you have:

ESSENTIAL

- Experience in the repair and upcycling of small electrical goods.
- Able to test and tag electrical goods for safety and ensure they function reliably and accurately.
- Experience in self-directed work, such as leading on a project or running a business.
- Confidence in communicating with young people, local communities, and stakeholders.
- Awareness of Health and Safety in a workshop environment
- Clean driving licence

DESIRABLE

- Experience in tutoring/ training/ running workshops.
- Experience of working with volunteers
- Welsh speaker
- Experience of undertaking risk assessments
- Commitment to positive environmental action, and keen to prevent e-waste from entering landfill.

PERSONAL QUALITIES

- Inclusive, collaborative, and approachable
- Confident and articulate communicator
- Self-motivated and enthusiastic
- A can-do and flexible approach with the ability to adapt to changing priorities.
- Curiosity about how things work.

Key Responsibilities

- Train young people to repair small electrical items, and support them to become e-waste ambassadors, who can independently refurbish and repair small electrical items.
- Responsible for the management of the workshop and ensuring it is kept clean and tidy.
- Make sure tools and materials are kept in good and safe condition.
- Support young people to deliver e-waste workshops, helping local people learn about the growing problem of e-waste and how they can play a part in reducing the amount we create.
- Organize and support the operation of pop-up shops to redistribute refurbished products to low-income households.
- Build relationships with other organizations, identifying opportunities to work in partnership where appropriate.
- Support with data collection as required for internal and external use.
- Take the lead on sourcing discarded/unused phones, tablets, laptops and other small electrical items, which can be repaired and refurbished.

- Work with our Marketing Manager to develop marketing and communications materials.

The postholder must also adhere to our information security tasks and functions that they will need to carry out. This will include:

- Update of incidents logs
- Media Disposal
- Setting up and removal of system

General Duties

- To ensure that all Foothold Cymru's Safeguarding, Data Protection, Health and Safety and other relevant policies are implemented.
- To uphold the confidentiality of information of our beneficiaries.
- To take part in training courses, staff meetings and regular supervision.
- To ensure that the project promotes and reflects equality of opportunity at all levels.
- Ensure key performance indicators are achieved.
- To carry out any other duties that may from time to time be required.

The role may require a small amount of weekend or out-of-hours work. Whilst no overtime will be payable, time off in lieu will be applicable. The role is based in Llanelli.

Rewards and Benefits

Staff Receive

- 25 days annual leave, rising by one day per annum to a maximum of 30, plus bank holidays, pro rata.
- Auto Enrolment in pension fund – 4% contribution from employer.
- Flexible Working approach that enables employees to have a way of working that suits employee and employer needs whilst maintaining a work-life balance.
- Accredited as a Living Wage Employer