

# Repair Cafe Northern Ireland

## Job Description and Person Specification

### Network Weaver

- **Who this role reports to:** Repair Cafe Northern Ireland Board
- **Hours per week:** 25 hours per week
- **Working days:** to be agreed with appointed candidate but this role will require evening and weekend working
- **Salary:** £35,000 pro rata (ie £21,400)
- **Holidays:** 25 days per annum and 10 public holidays pro rata
- **Pension:** 5%
- **Contract Term:** Permanent, subject to funding. Probationary period of 6 months.
- **Location:** Home working with travel throughout Northern Ireland
- **How this role is funded:** This role is funded for 3 years by the National Lottery Community Fund

### Role purpose

Specifically, the purpose of this role is to work with the Repair Cafe Northern Ireland Board and repair cafes across Northern Ireland to:

- co-design and facilitate a sustainable, supportive and thriving network of existing repair cafes and new repair cafes as they emerge
- support communities who want to set up their own repair cafe using our development framework and welcome them into our network, promoting the benefits of being connected and supporting each other
- build strong, trusting relationships across our emerging network so that all our work is led by what volunteers running repair cafes want, and invites participants to get involved and take the lead where they can
- set up and facilitating working groups of volunteers to lead on specific activities and themes, such as communications or training
- provide support on communications, including creating digital and physical materials that raises the profile of repair and helps to invite new people to set up repair cafes
- develop new projects that emerge from our relationships and the extensive skills and experience that repair cafe volunteers bring to our network, such as education projects
- organise public events in places that don't have repair cafes to reach people who are interested in starting a repair cafe in their area
- represent repair cafes at public facing events and meetings along with other repair cafe volunteers
- work with repair cafe volunteers to design how we represent repair when working with key stakeholders, such as DAERA, NIRN and CRN
- lead on fundraising, monitoring, and evaluation including managing tenders and contracts

- manage our finances including the budget for this project alongside the Board, in particular, our Treasurer.
- report regularly on progress, issues, risks and opportunities to our Board
- represent repair cafes at meetings and events.

Your approach to working with people and the **behaviours** you adopt will be essential to the success of this project and role. We are looking for someone who:

- is **self-aware** – you understand your strengths and make space for others to support you when you need help
- demonstrates **humility** – you know you don't have all the answers - and that is an opportunity to connect with others who might
- has **faith in the future** and can **inspire** others who may be despairing
- has the capacity to lead within a system and wants to contribute to building a system where **leadership is shared**
- is **careful and responsible** with their power and influence
- **prioritises context** – you respond to context with appropriate and relevant ideas and proposals rather than focusing on models or ideas which are less likely to make sense or thrive in different places
- is **rigorous** in their planning and delivery, doing things to a high standard and taking care of themselves and others, understanding that rigour is vital in building **trust and confidence**.

### **Essential knowledge, skills and strengths:**

If you have these skills and strengths, you are more likely to enjoy the day to day demands of this role.

- A strong understanding of the impact of community repair
- A heart for building community; experience and understanding of the context of community-based initiatives in Northern Ireland
- Significant experience of working with people in a relational way to build a community/network Thrive on autonomy balanced by developing strong relationships with a wide range of people
- Strong experience of facilitating a group of people organised around a common mission
- Creative, with the capacity to turn ideas into action
- Excellent communication and interpersonal skills
- Strong planning and organising/project management/event management skills and experience
- IT literate
- Experience of managing budgets
- Willingness and ability to work outside normal office hours

### **Desirable criteria**

If you also have the following understanding and experience, you will do well from the very beginning:

- Experience of working with freelancers and contractors
- Experience of monitoring and evaluation
- Experience of fundraising and managing grants

- Experience of creating digital content and communicating through Mailchimp and social media channels
- Experience of writing press releases and working with traditional media

