



Tool library and skills development officer - part time (15 hours per week)

Maternity cover until April 2023

Overview

The [Southside Tool Library](#) is based at [South Seeds](#). The Tool Library is currently funded for three years. This post is a maternity cover for approximately 9 months until the end of April 2023.

We are looking for someone who has good customer service skills and will protect the Southside Tool Library's brand. We will train the successful candidate in our systems and in particular how the myturn software works.

We are keen that the tool library can enable people living in traditional tenements to retrofit energy efficiency measures. Candidates may not have done this themselves before but we are keen that they have an understanding of some of the tasks involved in making a traditional tenement flats more energy efficient.

We are looking for someone who can take up this position on the week starting 25 July.

Reporting to: South Seeds' general manager and ultimately to the South Seeds Board of Trustees

Responsible for: The Southside Tool Library and ensuring the library fits in with South Seeds other services, in particular energy demand reduction. Plus assist with delivering a series of skills workshops for residents.

Main relationships: Residents, volunteers, SEIN and Circular Communities Scotland.

Funded by: The National Lottery Community Fund

Tasks to be undertaken by the tool library officer

Front desk

- Preparing reserved tools for collection
- Check ins/check outs
- Checking ID of new members and processing membership payments
- Answering queries from members regarding tool use or other topics (including by email)
- Gaining feedback on how the tools worked (to prompt maintenance if needed)
- Accepting/rejecting donated tools and adding them to the 'new tools' box

Tool management

- Maintaining organised and tidy tool storage
- Labelling tools that require repair and storing them in the 'tools for repair' box (or passing to the servicing technician directly if a quick repair)
- Allocating tools that require a safety test/functionality check/minor repair to the servicing technician (Brian)
- Recording the outcome of safety tests/functionality checks/repairs on myturn
- Ordering spare parts for tools when required
- Sending tools/batteries away for repair when necessary
- Adding new tools to myturn once passed their safety/function checks
- Organising sale/donation/recycling/disposal of unwanted or broken tools
- Uploading safe use guidance and a manual to myturn for all tools

Volunteers

- New volunteer inductions and training
- Ensuring all volunteers are familiar with the risk assessment and how to reduce risk of accidents
- Assigning tasks to volunteers
- Supervising volunteers on tasks where necessary

Publicity

- Creating text and images for social media posts and sending to Lucy
- Sending occasional updates and information to tool library members using the MailChimp newsletter
- Designing window posters to promote particular aspects of the tool library as necessary
- Ensuring the myturn front page provides up-to-date information about how the tool library works, etc.
- Preparation for events
- Ordering more flyers/posters to be printed when required

Other

- Generating and reporting statistics on number of members, number of tool loans, etc. as required to monitor the performance of the tool library
- Maintaining relationships with other groups e.g. Glasgow Tool Library, other tool libraries, Circular Communities Scotland, Repair café, Remade, etc.
- Updating the risk assessment when necessary
- Preparing and delivering workshops on tool use and making things with tools

Person specification

	Essential Requirements	Desirable Requirements
Relevant work /other experience	<ul style="list-style-type: none"> • Experience of working with the public 	<ul style="list-style-type: none"> • Experience of retail • Experience of effective marketing • Experience in organising and managing events, meetings or pop up opportunities • Experience of managing sessional workers
Particular Skills/Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively with members of the public • Excellent interpersonal skills to enable effective working in a diverse community • Ability to work with minimum supervision, to prioritise effectively and to meet tight deadlines • Ability to use all components of the Microsoft Office package 	<ul style="list-style-type: none"> • An understanding of retro fitting for energy efficiency and in particular the tools required • An understanding of the principles of carbon reduction through waste reduction • Promotional and media skills
Personal Qualities	<ul style="list-style-type: none"> • Ability to foster “a can do” culture by actively seeking solutions to problems • Flexibility, enthusiasm and the ability to work as part of a small team • Ability to form productive working relationships with a wide variety of people from different organisations • Excellent verbal and written skills 	<ul style="list-style-type: none"> • Self-motivation • Innovative skills • Charisma and dynamic personality • Ability to motivate others
Any additional job related requirements	<ul style="list-style-type: none"> • An personal commitment to sustainability and environmental protection • Available for tool library opening hours (Wednesdays 3-7pm and Saturdays 10-2pm). • Willingness to undertake an Enhanced Disclosure check 	<ul style="list-style-type: none"> • Familiarity with the local area

Terms and conditions

This post is a maternity cover until the end of April 2023. Full time hours are 37 per week. Your salary will be £24,000 per annum pro rata. You will work 15 hours a week over at least three days. You will be expected to work while the tool library is open, the Tool Library opening hours are currently Wednesday 3-7pm and Saturday 10am-2pm. South Seeds offer an employer's contribution to a personal pension scheme, of 5% of annual salary. You will be entitled to 34 days holiday per year (pro rata), this includes bank holidays.

Your place of work will be the South Seeds office, on Victoria Road (Glasgow). South Seeds preference is that work is completed at a fixed time each week by agreement in advance. To ensure the Tool Library doesn't need to close, the successful candidate will join South Seeds during the week starting 25 July 2022.

How to apply

Please complete the South Seeds application form and send it to Lucy@southseeds.org by **Monday 27 June at noon**. Interviews will be held on Friday 1 July between 9-2pm.

We hope that the successful candidate can be available on at least two of these days 6th (3-7pm), 8th (10am-noon) and 9th (10am-2pm) July to be trained in the Southside Tool Library systems.

Unfortunately we don't have the capacity to notify those people not selected for interview. Therefore if you haven't heard anything by the end of the day on Wednesday 29th June we are sorry to say that your application has been unsuccessful.

If you have further questions, please call Lucy on 07790119021.

South Seeds

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South Seeds is a Scottish Charitable Incorporated Organisation, registered in Scotland (number: SC042244).

For more information about South Seeds visit our [website](http://www.southseeds.org), [twitter](#), [Facebook](#), [Instagram](#) or [LinkedIn](#).

