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**MOVE ON WOOD RECYCLING**

**JOB DESCRIPTION**

**Job Title:** Move On Wood Recycling Development Worker, Edinburgh

**Responsible to:** Move On Wood Recycling Operational Manager

**Contact:** If you have any questions about the post please contact [james@moveon.org.uk](mailto:james@moveon.org.uk) Tel: 07787 256830

**Hours**: 21 hrs, over 3 days from Mon-Sat. Some work on evenings and Sundays will also be required (flexi-time system is currently in place)

**Salary:** £21,150 pro rata, (full time would be 35 hr week) per annum

**Closing Date:** 11.59pm Sunday 16th June 2019

**Main Place of Work :** 3 New Broompark, EH5 1RS

Move On, an established and successful Edinburgh and Glasgow-based charity supporting homeless people and vulnerable young people. We are seeking to appoint a Development Worker with proven skills and experience in forming and growing our new social enterprise.

**Move On Wood Recycling (MOWR)** is a social enterprise which started in Summer, 2018. Our aims are to help the environment create volunteering opportunities for disadvantaged people by collecting, reusing and recycling waste timber from the building industry and other sectors. We also undertake carpentry jobs for customers, sell reclaimed scaffold boards and deliver employability training.

**Main Purposes of job:**

1. Support and develop MOWR and it’s day to day activities.
2. To work alongside volunteers in the day to day operations of the MOWR project. These include wood collections from building sites, processing used wood ready for re-sale, delivering timber, making furniture and working in the shop.
3. To co-ordinate the recruitment, training and supervision of volunteers at the MOWR project.
4. To deliver H+S and woodwork skills training to young, unemployed people.

Move On has received funding from Zero Waste Scotland through the Circular Economy Investment Fund (CEIF), which is part-funded by the European Regional Development Fund. The post is 100% dedicated to delivery of the CEIF funded project.



**Key functions and responsibilities:**

* Supporting the ongoing development of MOWR, including all aspects of the enterprise. This will include hands-on work (e.g. driving to construction sites to collect “waste” timber, handling, sorting and up-cycling timber).
* To co-ordinate the recruitment, training and supervision of volunteers at MOWR.
* To work alongside volunteers in the day to day operations of MOWR. These include wood collections from building sites, processing used wood ready for resale, delivering timber, making furniture and working in the shop.
* To prioritise and allocate work to ensure that wood collections, sales, production of goods take place in a timely and efficient manner. To ensure collections and deliveries are carried as required.
* Working closely with the MOWR Operational Manager and other colleagues:
  + Ensuring the provision of high quality employability and volunteering opportunities are provided through MOWR.
  + Forming the supply chain by, e.g. liaising with local builders and other partners, as well as establishing links to potential customers.
  + Ensuring all payments relating to training allowances and expenses are recorded accurately and within timescales.
  + Ensuring that the enterprise operates to a high standard and in a manner that is consistent with the values and purpose of Move On.
  + Ensuring that health and safety standards are implemented and maintained.
  + Attending team meetings and wider Move On meetings, where required.

**Key Relationships:**

**Internal:**

* Manager of Move On Wood Recycling
* Other members of staff
* Director of operations
* Volunteers
* Wider Move On staff team
* Trainees and students on placements

**External:**

* Builders
* The general public
* Community-based projects and other service providers
* Various referral agencies
* Community Wood Recycling

**Wood Recycling Development Worker**

**Person Specification and Profile**

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| --- | --- | --- |
| ***SKILLS***  ***QUAL-***  ***ITIES***  ***And***  ***EXPERI-ENCE*** | ***Essential*** | ***Desirable*** |
| * A full, clean driving license. We can not consider anyone without a driving license. * Woodworking skills and experience of wood products or transferable skills. * Excellent communication skills * High level of motivation and enthusiasm * An entrepreneurial attitude * Positive and caring attitude * In good health and physically fit * IT skills * A full, clean UK driving licence * Experience of recruiting, training and co-ordinating volunteers, especially disadvantaged groups | 1. Some experience of the construction and/or recycling industries 2. CSCS card 3. First Aid 4. Health and safety award 5. An interest and/or knowledge of environmental and social issues 6. Competent with hand tools 7. Experience of delivering accredited training |

The role will provide the right person with a great opportunity to demonstrate their skills in supporting the growth of an exciting new social enterprise. You will need to inspire and help many people and play a major role in building an exciting venture.

Move On Wood Recycling is part of an award-winning social enterprise network that is now expanding nationwide. You can find out more about the network via [www.communitywoodrecycling.org.uk](http://www.communitywoodrecycling.org.uk).

Reference document : In the application pack there is an “operating guide” for our waste wood collections.

Please refer to our web site for more information on Move On Wood Recycling

[www.moveonwood.org.uk](http://www.moveonwood.org.uk)