

O LAW I LAW CO-ORDINATOR

Job Description

Three-month contract, with the aim of extending it beyond that

Wage – £9.30 per hour

General

Cyngor Tref Caernarfon Town Council has successfully obtained a grant from the Welsh Government's Circular Economy Fund to create a hub in the town centre to exchange, distribute, share, re-use, recycle and repair clothes, food, electrical equipment and furniture. We're recruiting a co-ordinator to run the centre.

The project currently has three strands – receiving and distributing food donated through Tesco's FoodShare scheme, contributing to the Porthi Pawb scheme, which provides a hot meal and pudding one day a week for people in need in the town, and selling or exchanging children and baby clothes in a location that will also serve as a community hub where people can come for a panad and a chat.

Working Hours

36 hours per week, normally between 10 and 4 Monday - Saturday

Job Location

Your usual workplace will be the O Law i Law shop in Caernarfon.

Main Duties

- Site Manager, responding to any Health and Safety issues arising
- Communicate with all relevant stakeholders, including members of the public, volunteers, training providers, Council officers and members
- Responsible for opening and locking the premises
- Recruitment and management of volunteers working within the project
- Share and disseminate information amongst volunteers
- Receive and respond to enquiries and complaints
- Create a rota of volunteers to work on the Project and ensure the rota's contact details are up to date
- Respond to any gaps in the rota, filling in at short notice when there are no available volunteers
- Report regularly to the Management Board
- Create risk assessments and implement them
- Deal with money, and bank it, as necessary
- Keep simple financial accounts
- Attend any training, as necessary
- Fulfil any other duties, as reasonably requested