

JOB DESCRIPTION

Job title: **Business Development Worker**
Based at: Crowngate Shopping Centre, Worcester
Responsible to: Board of Trustees
Salary: £15.50 per hour (based on an annual salary of £30k)
Hours: 22.5 per week (£4,534 for a three month period) or a minimum of 15 hours over a longer period can be discussed.

Background Information:

Remade Worcestershire is a start-up charity and social enterprise that formed after the closure of Worcestershire Resource Exchange (WRE) – an innovative reuse project that provided a wide range of reclaimed materials and inspiration for creative work.

The aim of **Remade Worcestershire** is to encourage an inventive response to climate change through the collection and redistribution of non-toxic, non-hazardous waste from industry, currently mainly fabric, but this will develop.

Working with local business, the project enables the diversion of waste, otherwise destined for landfill, by making it available – through a range of outlets - to local people and community groups such as schools, colleges and arts organisations.

The project offers voluntary opportunities and placements to individuals from a variety of backgrounds.

Registered charity number 1203768

Job Outline: Business Development Worker

Remade Worcestershire is a fledgling charity and social enterprise. At this stage the role is to have responsibility for the management of operations and volunteers and helping to build the business.

Duties are interesting and varied.

Responsibilities:

1. To be responsible for the day to day operations of the project, supporting, managing and growing our team of volunteers.
2. To manage opening hours and presentation of stock at the shop in **Crowngate Shopping Centre**, making best use of the space available.

3. Identify and organise further income generation opportunities e.g. Malvern Quilt show/ markets and other events and the potential to run workshops with community groups
4. To ensure that appropriate policies and procedures are in place eg health and safety, volunteer contracts, role descriptions etc.
5. To identify funding and work with the **Board** to secure additional income for various projects, such as a good quality website, enabling online sales of fabric.
6. To work with our volunteers to organise and oversee a range of workshops.
7. Reach out and connect with the voluntary and community sector to raise awareness and potential for partnership working.
8. To manage and maintain accurate records of income and expenditure for the bookkeeper to update on a regular basis, and ensure other records are kept e.g. volunteer hours and contact details. as directed by the **Board**
9. To issue regular reports to the board, issuing an annual report and to produce a budget with a view to achieving full cost recovery.
10. To set up a membership scheme and to oversee marketing to members, including overseeing all social media communications, liaising with the media (local papers, radio and television).
11. To promote and represent **Remade Worcestershire** at a range of appropriate events to be arranged by the **Business Development Worker**.
12. To undertake such other duties related to the work of **Remade**, as may be assigned, which are consistent with the nature of the job and its level of responsibility.

Person Specification:

The successful applicant will be a well organised and enthusiastic team player, capable of working on his/her own initiative. The post holder must be friendly and helpful when dealing with the public, having due regard for Health & Safety issues at all times. He/she will be hard working and dependable, with a keen interest in the environment and current reuse initiatives.

The post will involve dealing with the public, local government and statutory agencies, media, schools and community groups. With this in mind, the successful applicant will be presentable, confident and be skilled in communication at all levels. A good level of IT literacy, including social media, will also be required.

The post holder should have experience of project and volunteer/staff management, budgets, record keeping and marketing, ideally with some fundraising/income generation experience.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Interest in reuse and creativity • Health and Safety Issues • Formal or vocational qualifications 	<ul style="list-style-type: none"> • Wide range of current local and global environmental issues
Experience	<ul style="list-style-type: none"> • Managing projects including budgets • Record keeping • Managing staff or team • Customer service 	<ul style="list-style-type: none"> • Producing information resources • Fundraising • Work with communities
Skills	<ul style="list-style-type: none"> • Excellent communication skills • Marketing • A full, clean driving licence • Good ICT/ social media/ e-commerce skills • Problem solving 	

Salary and terms of employment:

This is a three month post at a salary of £15.50 per hour (based on an annual salary of £30k) - £4,534 for a period of three months. There is potential to extend the post beyond three months if income generation/funding can be identified.

Occasional weekend working may be required, with time off in lieu offered.

Holiday entitlement pro rata based on FTE 37.5 hours per week

Hours of work: 22.5 per week *to be negotiated with the post holder* as we can be flexible.

Application:

Please send your CV and a short letter outlining how your skills and experience and interests match our person specification to Sue Fry, info@remadeworcester.org by Monday, 5th February 2024.