



Cynllun Cymunedau y Dreth Gwarediadau Tirlenwi

WcVA
CgGC



Landfill Disposals Tax Communities Scheme

VACANCY

Full Time

FRAME RE-USE PROJECTS MANAGER

£24,500 pa

12 month Fixed Term Funded Contract

Pembrokeshire FRAME are looking to recruit a Re-use Projects Manager to deliver their exciting new 12-month Green Shed Re-users Project funded by The Landfill Disposals Tax Communities Scheme Fund administered by WCVA.

We are seeking a multi skilled, talented, enthusiastic, and motivated individual to join our Team. If you are passionate about the environment, supporting vulnerable individuals, delivering positive outcomes and making a better place for people to live then we'd love to hear from you. It's an exciting time as we; develop our current reuse projects including our one of a kind upcycling project; introduce a Green Shed Calendar of re-use events; develop a new mascot and set up a school awareness project and launch a brand new re-upholstery project. You will manage a small team, recruit volunteers, and develop a volunteer recognition programme.

Responsibilities include:

- Developing, implementing and managing a Volunteer Recognition programme;
- Managing current and implementing newly developed re-use projects at FRAME sites including a new Re-upholstery project;
- Managing a small team;
- Developing and promoting a calendar of annual sustainable events at The Green Shed including virtual events and video conference facilitation;
- Promoting and managing meeting rooms and space at the Green Shed;
- Developing and managing FRAME's new mascot project and delivering FRAME's mascot school education programme.
- Gathering statistics and reaching waste busting targets.

Pembrokeshire FRAME

Pembrokeshire FRAME is a supported employment and training charity that transforms hundreds of lives in Pembrokeshire each year, by providing access to learning, supported and meaningful occupation, social enterprise, voluntary and employment opportunities, help and support to enable individuals to reach their potential. Our model at FRAME involves us using our commercial operations in reuse and reducing waste to support and sustain our charity programmes for the individuals who we support, this means that we are able to deliver significant social value whilst also supporting the



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environment and fighting climate change. Participants at FRAME are involved in the entire operation from the collection of preloved furniture and household goods, through to the sorting, selection and in some cases upcycling of items for sale, through to marketing, selling and delivering of goods.

Experience/skills required

You'll be involved in managing a small team and recruiting and managing volunteers which will require experience in working with, supporting and managing people. It will really help if you have a genuine interest and/or experience in re-use, climate change and protecting the environment. You will need excellent communication skills and the ability to develop strong relationships with internal and external partners. You should have some experience in teaching or presenting and it is helpful to have project and event management skills too. The ability to speak in Welsh is desirable. Ideally, we need somebody who knows their way around virtual technology and would be able to set up and deliver virtual events. If you can offer this and have A levels or above, we welcome hearing from you.

Contact and additional information

Your base location will be at Pembrokeshire FRAME, Merlin's Bridge with some travel between sites.

The role may require evening and weekend work.

If you have any questions about the role, please contact sian@frameltd.co.uk in the first instance.

To apply please visit our website <http://www.pembrokeshire-frame.org.uk/vacancies/> and download, complete and return the application form.

Vacancy Deadline: 5pm Monday 24th August 2020