

SHARE SHED DRIVER AND MANAGER (COVER)

Reporting to: NOW Project Manager

Salary: £12/hour

Hours: Variable (availability required especially during the summer)

Location: Multiple locations in South Devon, England

Deadline for Applications: 26th June 2023 (interviews will take on 3rd July)

Start Date: Training will happen over July

The [Share Shed – A Library of Things](#) is a project set up and managed by the [Network of Wellbeing](#) (NOW), a charity working to connect people, support projects and inspire action.

As the world's first mobile library of things, this pioneering initiative offers people in South Devon an opportunity to borrow useful items such as tools, camping and gardening equipment, household appliances and much more at low cost.

Travelling in a bespoke van, a real 'shed on wheels', the Share Shed is looking for back-up team members that can support our project when our main driver and manager is not available, which includes a few weeks over the summer as well as on an ad-hoc basis to cover for when they're off sick or on annual leave.

You will report to the Network of Wellbeing's Project Manager, and your principal place of work is the Share Shed van, in its [various weekly stops](#).

Your role will provide opportunities to contribute to a range of tasks:

Managing the Share Shed when open, including:

- Driving the vehicle and opening up the Share Shed in the locations pre-agreed in Totnes, Dartington, Bridgetown, Buckfastleigh, Ashburton, South Brent, Kingsbridge and Ivybridge as well as to the place where it's permanently parked, in Buckfastleigh.
- Managing and working alongside volunteers in the Share Shed, offering support and training as needed, and serving the general public at the best of your ability.
- Operating the lending system on the Share Shed website using iPads.
- Locking up and taking cash.
- Any other reasonable duties, which may arise.

Admin

- Sorting through the Share Shed items, labelling, photographing and uploading the information into the system.

Communications

- Supporting with sourcing content for publicity, including taking photos of members borrowing our items.
- Assisting with publicity for the project by putting up posters and emailing relevant contacts.

Events

- Supporting the organisation of events, including help with logistics and promotion.
- At times you may be asked to attend, contribute to, and report back on other relevant events.

Qualities we're looking for include:

- A strong interest in wellbeing, sustainability and social change.
- Ability to drive a large vehicle (in our case, a 3.5 ton van).
- Good organisational skills and attention to detail.
- Ability to deal with the general public, including people with challenging behaviours.
- Ability to work alone and unsupervised if required.
- Ability to lift and move heavy items, such as carpet cleaners and lawnmowers.
- Flexibility with your time, and availability during the summer months.
- Ability to work as part of a small team and manage volunteers.
- Experience of administrative work.
- Experience with using online communications tools such as email, Zoom and social media.

Other desirable qualities and skills include:

- Good knowledge and connections with the communities we serve.
- Ability to PAT test items.

To apply, send a CV and covering letter to mirella@networkofwellbeing.org, sharing what appeals to you about this role, and what's your experience of working with the general public as well as a driving a large vehicle.