

BORROW DON'T BUY

P L Y M O U T H ' S L I B R A R Y O F T H I N G S



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BDB Community Activator | Time to Shine Leader 2024 Job Description

Company name: Borrow Don't Buy CIC

Job Title: Community Activator | Time to Shine Leader

Reports to: Operations Manager

Hours per week: 37 Hours Per Week. The position utilises flexi time between operating hours, additional events and general tasks. This position may require some travel and evening and weekend working.

Fixed-Term Contract: 12 Months - Funded by The Rank Foundation Time to Shine Leadership Programme

Salary: £12 p/h (Salary in line with the [Living Wage Foundation](#) rate)

Location: Borrow Don't Buy HQ - THINQTANQ, Fairbairn House, Higher Lane, PL12AN. Remote working may be an option however we envisage this role as primarily office based or on location in relevant community businesses. Please discuss with us if you have particular requirements regarding location or access.

UPDATED Application Deadline: Midnight Sunday 26th November 2023

Interview Dates: Tuesday 28th - Wednesday 29th Nov 2023

Role Start Date: Preferably 2nd January 2024 - Must have started before 15th January 2024

Our Organisation:

We believe "YOU CAN HAVE ACCESS TO THE THINGS YOU NEED WITHOUT IT COSTING THE EARTH"

Borrow Don't Buy (BDB) is Plymouth's Library of Things, we loan items to members to save them money, reduce clutter and reduce environmental impact. We run a device refurbishment scheme called Getting Everyone Online (GEO) to help get people online and are part of the Repair Make and Mend Community (RMMC) project in the City. We are a small Community Interest Company (CIC) and social enterprise with big plans to make a significant impact in Plymouth. Our team is passionate about making the City better, providing a valuable service to local people and helping to move mindsets towards more planet-friendly behaviours.

Our Team:

BDB was built on many volunteer hours, by people passionate for the project and the good it does. Our small but mighty team works together to get what needs doing, done. This means learning as we go, supporting each other, and open conversation. We believe that a great team thrives in an environment that is friendly, fun, and flexible, which is exactly what we provide, even if we do say so ourselves!

Understanding our ultimate mission and how each role contributes to this is important for anyone joining BDB. As a community interest company, everything we do is with the aim of benefiting and working with our community, whether that be the people in it, the environment surrounding it, and ideally, both.

The Rank Foundation Time to Shine Programme:

<https://rankfoundation.com/how-we-work/leadership/time-to-shine/>

This role is funded by The Rank Foundation as part of their Time to Shine (T2S) Leadership Programme. It is imperative that the successful candidate understands that by undertaking the position they must also commit to the events and elements the programme consists of, **please read the [2024 Candidate Guide](#) before applying.**

Job Description

We are looking for a passionate and dynamic individual with great communication skills, who has a natural ability to connect with people. We need someone who is confident in taking initiative, can prioritise and manage their own workloads, whilst being a team player who is willing to learn as they go and do what needs to be done for the benefit of all.

The role will focus mainly on supporting the development and expansion of our current outreach. This will range from working on our satellite project which aims to have hubs across the City, donation points for tech and Library items, promoting borrowing, and increasing volunteering opportunities. Attending events to promote BDB, and developing networking opportunities through which we can develop partnerships with other like-minded organisations. The role will utilise digital platforms, marketing, and communication tools to streamline ways in which people can engage and communicate with us. Working with the rest of the team, creating and implementing processes by combining knowledge of both operations within the organisation and feedback from our members, service users and partners will be essential.

Key Responsibilities

- Supporting implementation of satellite programme as a route of increased engagement
- Working with team to create and implement process and procedures to support additional engagement and partnerships
- Attending public events to promote BDB to new audiences and help build stronger communities.
- Attending networking opportunities to open conversations with like-minded organisations and develop partners
- Work with team to create content and use social media and marketing platforms to engage people digitally

Skills

Essential:

- Technology confident with an ability to learn and adapt to new digital platforms.
- Experience and enjoyment of teamwork and excellent personal communication skills.
- Ability to work independently and prioritise tasks effectively.
- Good grasp of the English language spoken and written - this is a communication based role.

Desirable:

- Experience of community engagement, partnerships and outreach.
- Experience of working with a diverse range of people and organisations.
- Experience working within a community enterprise or organisation and small business or organisation.
- Experience of Google suite and other administrative platforms.

Attributes

- Confident in networking and communication with new people via a range of mediums including face to face, online, video calls and telephone.
- Creative thinker and dynamic problem solver with a genuine enthusiasm for developing and implementing practical solutions.
- Team player who can work with people towards a common goal
- Willingness to learn and adapt within the role and the company as it develops.
- Community and planet first ethos - passionate about making the world a better place for everyone.
- Please consider applying even if you do not have all of the experience listed, our main priority is employing someone who is passionate about our mission, with the desire to help BDB grow.

Application Requirements:

- Your CV
- Tell us about YOU - your opportunity to tell us more about who you are:
 1. A brief introduction to you
 2. What about BDB attracted you to apply?
 3. What about your skills and experience makes you a good fit for the role?
 4. Tell us about the thing you are most proud of!
 5. Your favourite joke! (We LOVE a joke)
- 3 references - 2 professional, 1 personal.

Please consider applying even if you do not have all of the experience listed, our main priority is employing someone who is passionate about our mission, with a desire to help BDB grow and in doing so, grow themselves.

Please send applications to our Operations Manager Esther: esther@borrowdontbuy.co.uk