

Repair Cafe Project Officer

Kororoit Creek Neighbourhood House



Organisational Context

Kororoit Creek Neighbourhood House is a community-managed Neighbourhood House and Eco-Living Centre providing a diverse range of programs, workshops and activities to the Brimbank community. A key aspect of our organisation's purpose is supporting the community to live sustainably and to adapt and respond to environmental challenges such as global heating.

Purpose of role

Brimbank Repair Café is a new project being undertaken by Kororoit Creek Neighbourhood House with the support and partnership of the Brimbank City Council. The project aims to support community members to increase their knowledge of repairing, mending and waste reduction/repurposing through the establishment of a monthly repair café based in Albion. Running on a monthly basis the repair café will offer free repairs for a range of everyday household items, with an accompanying workshop series providing community members with opportunities to learn repair and upcycling skills.

The Project Worker will work towards establishing and running the Brimbank Repair Café program including recruiting skilled and interested volunteers who are integral to the success and sustainability of the project.

This project is supported by the Circular Economy Communities Fund. The Fund is delivered by Sustainability Victoria under the Victorian Government's circular economy plan, Recycling Victoria: a new economy.

Project Rationale

The purpose of Brimbank Repair Cafe is to:

- Provide affordable access to repair for a range of household items including electrical and mechanical appliances, small furniture items, bikes, textiles and clothing
- Reduce waste and consumption through prolonging the life of resources, helping people to develop skills in repairing and mending and learn about sustainable household options
- Build resilience and empower community through connection and the sharing of time, skills and resources
- Inspire behaviour change through prioritising values of sustainability and well-being ahead of economic growth.

Key Accountabilities

Program Coordination

- In collaboration with KCNH Coordinator, develop the framework for Brimbank Repair Café including systems and processes for risk management, project monitoring and project promotion.
- Liaise with external facilitators and organisations to secure skills and resources for workshops and support scheduling, promotion, and delivery of workshop series.
- Maintain effective systems for project evaluation and reporting; including clear processes for project participants and volunteers to provide feedback on project activities.

- Identify and support training and induction of program volunteers, including tagging & testing training for a limited number of electrical repairers.

Program Management

- Manage the operation of monthly Repair Café, ensuring compliance with policies and procedures to create a safe, welcoming, and inclusive space for community members and volunteers - this includes regular weekend work to coincide with the program delivery.
- Manage set up/pack down of workshops, ensuring where possible that activities are prepared before participants arrive.
- Undertake administrative tasks as required and complete and maintain accurate records including but not limited to budget monitoring, statistics/reporting and compulsory volunteer checks.
- Manage communication about repair café and workshops with KCNH staff, volunteers and repair café visitors/participants.
- Support marketing and promotion of the repair café and associated workshops through community engagement, print and social media and the KCNH website.

Volunteer & Stakeholder Management

- Recruit and train skilled volunteers to support delivery of the repair café once a month as repairers and support volunteers.
- Manage volunteer rostering/communication to maximise repair opportunities available at each repair café.
- Build and maintain relationships with project stakeholders, community organisations and local businesses to engage community in project and build sustainability of the repair café.

Ethical & Legal Compliance

- Ensure a safe environment and compliance with policies and procedures in addition to legal and legislative requirements, including but not limited to Equal Opportunity, Occupational Health and Safety and Privacy legislation.

Key Selection Criteria

Essential

The Repair Café Project Officer will be able to demonstrate:

- A sustainability mindset and experience in the planning and delivery of community programs/events
- Experience working with people from diverse social and cultural backgrounds and supporting people to build the skills and capabilities
- Well-developed written and verbal communication and sound interpersonal skills
- Strong organisation and time management skills, including setting priorities and working within deadlines
- Ability to work independently, with minimal direction, and to work harmoniously in a team environment.

Desirable

- Trade or repair skills
- Experience in social media, print or online marketing
- Experience in volunteer recruitment and management

Position Conditions

- This is a fixed term position – 300 hours from appointment until 15 December 2023 or an average of six hours per week (hours worked each week may vary according to scheduling of events and deadlines).
- The Project Worker must be available to work on weekends – Repair Café events will primarily run on either Saturdays or Sundays, once a month.
- Remuneration of \$60 per hour (sole trader) or fixed-term casual \$52 per hour plus super.
- The successful applicant will be required to enter a contract and will need to complete a National Police Check and hold Working with Child Check.
- The project and the repair café will be base at 61A Selwyn St, Albion.
- Some components of the role can be done from home; KCNH can support with IT training and access if required.

Applications

Send cover letter and CV to coordinator@kcnh.org.au by 11pm on Sunday 29 January.

For further information, call Danielle on 0413 434 082