



## **Social Enterprise Officer**

Location: Derry-Londonderry

Employment Type: Part-time, 16 hours per week,  
1 Year Fixed-term contract (subject to probation)

Salary: £13,104 per annum (£15.75 per hour) plus employer pension contributions

Reports To: Programme Lead

## **About Repair & Share Foyle:**

Repair & Share Foyle is a Community Interest Company on a mission to reduce waste one fix and share at a time. Our community-led initiatives turn waste into opportunities, promote repair over replacement, and bring people together to build a more sustainable future. What started as a volunteer-led repair café has grown into a thriving movement, and now, we need someone passionate, proactive, and people-focused to help lead the way. This is a unique opportunity to shape and grow an organisation that is changing how our community interacts with waste. We put people first, valuing collaboration, inclusivity, and shared growth. Our team is made up of passionate volunteers driven in making an impact to the local environment.

## **About the Role**

Repair & Share Foyle is seeking a motivated and organised Social Enterprise Officer to play a central role in the day-to-day delivery of our repair, reuse and social enterprise activities.

This is a practical, community-facing role that combines coordination, delivery and participant engagement. It will suit someone who enjoys a varied role, can manage multiple tasks and is comfortable working in a fast-moving, evolving environment.

The role will support, maintain and help grow our existing core projects — Repair Café, Library of Things, Tech Connect, Legenderry Colours and Fixing Factory — while contributing to activities that help NIHE tenants and local households reduce costs, maintain their homes, access practical resources and engage with the circular economy at a local level.

This is a varied and practical role suited to someone who is motivated to contribute to the growth of a social enterprise, supporting income-generating activity alongside delivering meaningful community impact in line with our mission to reduce waste. If successful we aim to extend this role beyond the fixed term.

## Key Responsibilities

- Support organisation, coordination and delivery of community events & workshops  
Engage with members, volunteers and key stakeholders
- Manage inventory, tools and materials across projects
- Assist with monitoring, evaluation and feedback collection
- Support PR, communications and community engagement, including social media
- Support funding applications and development work
- Contribute to income-generating activity across projects (e.g. sales, memberships, services)

## Project & Community Support Examples

- Tech Connect: Support partnerships and distribution of refurbished devices
- Legenderry Colours: Support access to affordable paint and promote reuse
- Fixing Factory / Repair Café: Assist with workshop setup, delivery, community engagement, volunteer coordination and advocacy for repair
- Library of Things: Support membership growth and seasonal campaigns, support inventory maintenance.
- Work in co-operation with staff and volunteers and assist with day-to-day administrative tasks, incl. record-keeping, bookings, email enquiries

## NIHE & Community Impact

This role is supported in part by the Northern Ireland Housing Executive (NIHE) and will focus on engaging tenants and local communities in activities that reduce waste and support sustainable living.

The postholder will help connect people to practical support such as repairs, materials and shared resources, while contributing to the growth of our social enterprise and supporting monitoring and reporting on impact.

## Person Specification

### Essential

- Comfortable working in a practical, hands-on environment
- Strong communication skills and ability to engage with a wide range of people
- Very well organised and able to manage multiple tasks using shared google workspace systems and tools
- Ability to work both independently and as part of a team
- Positive motivational mindset and flexible attitude in response to changing organisational needs
- Interest in working in the community sector and addressing the challenges and opportunities in the local community

## Desirable

- Experience in community work or social enterprise
- Interest in repair, reuse or sustainability
- Basic technical or practical skills (not essential but helpful)
- Experience supporting events, workshops or group activities

## What can we offer you?

- **Contract Duration:** This is a fixed-term contract for one year, with potential for extension subject to funding and performance.
- **Working Hours:** Part-time, 16 hours per week across 3 days (Monday–Saturday, closed Fridays). This typically includes two 5-hour shifts and one 6hr shift. The role requires one Tuesday evening per month and may also require one Saturday per month to support programme delivery. On occasion, we may need to shift working patterns but will always plan ahead depending on project requirements.
- **Skills development:** We will support you to attend training and events, where travel will be a requirement.
- **A range of flexible working arrangements**, including flexi-time, time in lieu (TOIL), and home or remote working, when office working or attendance at events is not required.
- **Annual Leave:** 17 days per annum, plus bank holidays (pro-rata for part-time employees).
- **Pension:** Employees will be auto-enrolled into a workplace pension scheme in line with statutory requirements, with a 3% employer contribution.
- **Scope** to take real ownership and drive the project forward, personally developing along the way.
- We provide the chance to **make a difference** in a fun to the local community, eclectic and creative atmosphere.

## How to Apply:

Please submit your CV and a cover letter outlining your experience and why you are passionate about the role to [caroline@repairsharefoyle.org](mailto:caroline@repairsharefoyle.org) by **Mon 8th June** at midday, 12.00. Applicants must have the right to work in the UK. Proof of eligibility will be required.

**Need more info?** Reach out to us at [caroline@repairsharefoyle.org](mailto:caroline@repairsharefoyle.org) for any questions.

**Accessibility:** We want every candidate to have a fair and comfortable experience. If you have any communication or accessibility needs, let us know, we're happy to adjust the interview or application process to support you.

**Equal Opportunities:** Repair & Share Foyle is an equal opportunities and living wage employer. We celebrate diversity and are committed to creating an inclusive environment for all

employees and we welcome applications from all individuals, regardless of age, gender, disability, race, religion, sexual orientation, or any other protected characteristic.