



## Circular Economy Operations Lead

**Location:** Derry-Londonderry

**Employment Type:** Part-time, 18 hours per week, Fixed-Term (1 Year), subject to probation and additional funding

**Salary:** £17.00 per hour plus 3% 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 one 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 began as a volunteer-led Repair Café has grown into an ambitious circular economy organisation delivering projects including Tech Connect, Fixing Factory, Library of Things, Legenderry Colours and community repair workshops.

## About the Role

Funded by The National Lottery Community Fund, this role will coordinate the day-to-day operation of our circular economy programmes, with a particular focus on Tech Connect, Fixing Factory and Resale. Working closely with the Programme Lead and wider team of staff, you will help coordinate projects, monitor impact, manage stock and resources, support volunteers and workshop facilitators, refine our business model and continually improve the systems that underpin our work.

## Key Responsibilities

- Oversee delivery of Tech Connect, Fixing Factory and Resale activities.
- Engage with facilitators and volunteers to deliver basic repair workshops
- Maintain an organised, safe and efficient workshop environment.
- Coordinate the flow of donated equipment through, repair, refurbishment, and recycling.
- Monitor stock levels, spare parts, consumables and equipment.
- Coordinate purchasing within agreed budgets and maintain inventory records.
- Help to record project outputs, outcomes and environmental impact
- Capture accurate operational data.
- Improve workflows, systems and internal processes.
- Champion repair, reuse and the circular economy.

## Person Specification

### *Essential*

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- Excellent organisational and time management skills.
- Strong attention to detail.
- Ability to manage multiple priorities.
- Confident using Google Workspace.
- Excellent communication and interpersonal skills.
- Practical problem-solving approach.
- Passion for sustainability and reducing waste.

### *Desirable*

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- Experience coordinating operations or projects.
- Experience managing stock or logistics.
- Experience working with volunteers.
- Knowledge of repair, reuse or the circular economy.
- Experience with monitoring and evaluation.

### **What We Offer**

- 18 hours per week.
- One-year fixed-term contract with scope for extension subject to future funding.
- Flexible working arrangements where operationally appropriate.
- Ongoing training and professional development.
- Annual leave in line with organisational policy.
- 3% employer pension contribution.
- Opportunity to help shape one of Northern Ireland's growing circular economy organisations.