



Position Details

Position Title	Project worker- Yarra Repair Popups
Employer	Richmond Community Learning Centre
Terms	Neighbourhood House & Adult Education Collective Agreement 2010, Fixed term contract Part time, rate negotiable based on the award and candidate's experience.
Hours of work	Approx 10- 15 hrs per week. Some weekend and after-hours work may be required.
Reports to	RCLC Centre Manager
Locations	Across Alphington, North Carlton, and Richmond.
Dates of position	Commencing Late April 2023 finishing Jan 2024.
Position Purpose	The key objective of this role is to establish and support the running of Repair Pop Ups at 3 Neighbourhood Houses in Yarra. The role will build on local community knowledge and connections to identify the model that best fits the communities. The Project worker will also be responsible for the recruitment and support of interested volunteers from each community, and for identifying future options to ensure the ongoing sustainability of the Repair Popups .

YARRA REPAIR POPS UPS THE PROJECT

This project is funded by Sustainability Victoria. The objective of the Circular Economy Communities Fund is to assist Victorian communities to transition to a circular economy by providing grant funding to solicit a creative solution for issues and gaps in the current waste management system. The Repair Movement is gaining increasing popularity as the war on waste continues to gain traction. Repair sessions are part of this global movement to bring together enthusiastic and skilled fixers and menders, with other local community members wanting to extend the lives of their household goods.

Yarra Repair Popups aims to establish and support Repair Pop Ups at 3 Neighbourhood Houses in Yarra; Richmond Community Learning Centre, Alphington Community Centre and North Carlton Railway House.



Repair Pop Ups will utilise the 3 Neighbourhood Houses established communication channels, volunteer supports and strong engagement with their local communities to recruit and support volunteers to become fixers and menders. Residents are seeking information and avenues to minimise waste. Having locally based regular Repair Popups will support an understanding and knowledge of what items can be repaired and mended and provide skills to support these actions.

Position Duties and Requirements

The following list represents the key duties/responsibilities of the Yarra Repair Popups Project Worker. Some duties will be determined in the initial meeting stage of the project and may be shared with other staff at the Neighbourhood Houses. Many of these duties will be in conjunction with the relevant Neighbourhood House Managers

Overview of Duties

- Develop a model/s for the Repair Popups that best align with each community's capacity and needs and interests. This will include the development of an operating model and OHS and risk management plans.
- Develop and lead a communication and engagement strategy to support community and volunteer participation in the Repair Popups
- Develop a volunteer plan that incorporates relevant existing elements of the participating NH.
- Oversee the recruitment and training of volunteers including identifying suitable workshop opportunities.
- Develop a promotional plan to inform and promote the volunteer opportunities and the Repair Pop Ups via community engagement, social media, print and by utilising the relevant communication channels across the 3 Houses.
- Coordinate the operation of each Repair Popups session as required. This will involve leading some of the sessions and may require some weekend work and/or after-hours work.
- Establish procedures for collecting all relevant data.
- Identify and set up booking systems.

Administration

- Ensure data is collected, collated, and reported in a timely manner.
- Collect qualitative and quantitative data that aligns with funding requirements.
- Set up volunteer databases and a booking process that can be managed by the Neighbourhood Houses.
- Conduct and document regular safety audits on equipment.
- Advise RCLC Manager of general supplies and other resources that may be required. Purchase items as agreed.
- Ensure all receipts are forwarded to RCLC accounts.



Program evaluation and transition

- Provide regular updates to the relevant NH managers and RCLC project manager.
- Ensure adequate time and support for the induction of ongoing Repair Popups coordinators across the 3 Neighbourhood Houses.
- Explore other funding and training opportunities to ensure the Repair Pop Ups can continue post project.
- Full review of processes and procedures to facilitate the development of a handover manual for each Neighbourhood House.
- Implement strategies that support the successful transition to each house maintaining the Repair Pop ups.

Key Performance Indicators

- Volunteers have been recruited and are participating in the Repair Pop Ups
- The local communities are aware of the Repair Popups and bookings and attendance are growing.
- Operational processes are developed and documented to ensure Repair Popups models can continue beyond the project.
- Safe working practices are demonstrated and always maintained.
- Participants are welcomed and supported throughout the course.

Key Selection Criteria

- Demonstrated experience in project management or Community Development and/or tertiary qualification.
- Experience in designing, implementing, and evaluating community sustainability projects.
- Strong experience in Volunteer management including recruitment and training.
- Direct experience with the Repair Café movement is highly desirable.
- Demonstrated capacity for problem solving and resourcefulness and flexibility.
- Strong interpersonal skills, including effective communication, negotiation, facilitation.
- Experience with developing effective communication and promotional materials including the use of social media.

Applications should include your resume, a covering letter and responses to the key selection criteria(max 3 pages) and be addressed to manger@rclc.org.au. Closing date is March 31. If you have any further questions pls contact Simone Gardiner, Manger RCLC @ manager@rclc.org.au or 0466483987.



RICHMOND COMMUNITY
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