

Fair Shares Community Time banks have an exciting opportunity for a
DIY Project Time Broker
to join our team.

- ★ **Job title:** **DIY Project Time Broker**
 - ★ **Salary:** £23,280 pro rata
 - ★ **Hours:** 12 hours per week (£7,550.27 per annum)
 - ★ **Days:** Flexible - open to discussion.
 - ★ **Contract:** This is currently fixed-term 12 month contract
 - ★ **Reports to:** Gloucester Time Broker, Stroud Time Broker, CEO
 - ★ **Job Overview:** The **DIY Project Time Broker** will deliver a programme of basic DIY skills teaching to Fair Shares participants, whilst making DIY improvements to the homes, gardens and community locations of local people who need help.
 - ★ **Location:** Based in Gloucester, the work involves some travel across Gloucestershire.
 - ★ **DBS:** DBS checks are required for this role, but we welcome you to apply regardless of any previous record.
 - ★ **Driving licence:** Required
 - ★ **Format:** Please get in touch if you would like this information in a different format.
If you would like to send your answers to our application form via a voice note, or via a phone call, get in touch and we can arrange this.
- Please contact:**
- **Email:** katie@fairshares.org.uk
 - **Call:** 01452 415900
- ★ **Deadline for application:** 9am on 15th April
 - ★ **Interviews to be held:** 23rd April
 - ★ **Start date:** 1st May 2024

Background: Fair Shares is a unique community organisation working with and for our local community. We were the first UK time bank, established in 1998. Since then, we have grown our time banks in Gloucester and Stroud district.

Our group and one-to-one banking activities bring people together to feel connected and share their time, skills, friendship, and support.

We are a small, dynamic organisation with an excellent reputation and strong partnerships. We are proud of our ability to listen to people, to engage and to facilitate neighbourly give and take.

This post has been developed in response to local needs and with the involvement of our community. Our participants have requested either practical help in their house/garden, but cannot afford to employ someone, or would like to learn the skills to be able to undertake this work themselves. If this sounds like something you'd like to support, please get in touch!

The aim of this post is to both teach these skills to local people who want to learn, and then work with them to share their new skills with others, to improve homes, gardens and community locations of people who need this help.

About You

You will be a practical person, skilled in undertaking a range of DIY tasks.

You will be proficient and confident at teaching others these skills also.

You will be patient, accommodating, and able to demonstrate basic skills to a range of people. You will be motivated, organised and able to use your own initiative in arranging sessions, organising people and equipment.

You will be perceptive to the needs of those you are working with, and able to tailor your teaching towards your learners, some with additional needs.

You will be responsible for the design and delivery of a basic DIY/Home maintenance teaching programme, with support from other Fair Shares staff, ensuring the health and safety of these activities, while being very hands-on.

You will have a natural ability to build relationships with our staff, participants and local people.

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★ Your completed application should be sent by email to katie@[fairshares.org.uk](mailto:katie@fairshares.org.uk)

KEY DUTIES AND RESPONSIBILITIES:

To work with local people (all ages, non- disabled and disabled) to upskill in basic DIY, increasing their knowledge, skills and confidence, whilst sharing these skills to benefit the local community.

You will do this through:

- Building connections with local people
- Planning and delivering some practical DIY/Home improvement skills sessions that our participants want to learn.
- Being able to demonstrate this programme safely, informatively, and in a way relevant to those you are teaching.
- Working with other Time Brokers in planning, outreaching and delivering this work
- Being part of the Time Bank, getting to know our projects and getting involved in the wider work
- Arranging the tools and equipment needed for these sessions
- Scheduling sessions with participants, keeping registers and monitoring information up-to-date.
- Assisting with the monitoring, evaluation and review of projects
- Attending staff meetings
- Promoting awareness of the Time Bank and its activities and the issues it seeks to address.

Essential skills	Desirable skills
Practical skills You will be proficient and experienced in the following:	<ul style="list-style-type: none"> ● CSC site safety or equivalent ● Health and Safety qualification ● First aid certificate

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<ul style="list-style-type: none"> ● DIY/Home maintenance - confidence and competent in doing a variety of work safely ● Basic home maintenance and repairs, including: ● Drilling, sawing, sanding, measuring ● putting up shelves/pictures/mirrors ● Assembling flat-pick furniture/installing fitted furniture ● Wall repair, basic painting and decorating ● Basic gardening/garden clearance ● You will have a driving licence. 	<ul style="list-style-type: none"> ● Experience in driving a van and trailer
<p>People skills You will</p> <ul style="list-style-type: none"> ● Be patient, calm and kind ● Confidence, self-motivated and organised ● Have teaching experience ● Experience in and good at working with people, across ages, abilities and across diverse communities 	<ul style="list-style-type: none"> ● Adult teaching qualification ● Experience in teaching young people/youth groups ●
<p>Administrative skills</p> <ul style="list-style-type: none"> ● Able to use Gmail, Google calendar, ● Experience in lesson/project planning 	<ul style="list-style-type: none"> ● Experience in WhatsApp ● Experience in liaising with community groups/schools via email

Please fill out the application form below, or get in touch to answer the questions in another format.

Email: Katie@fairshares.org.uk

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