

SHARE

A LIBRARY OF THINGS

Voluntary Director (Trustee)

Job Description & Person Specification

Background:

[SHARE - a library of things](#) is run by Edventure Frome CIC (a school for community enterprise) in partnership with Frome Town Council. It was set up in 2015 by students and community members as part of an [Edventure START-UP course](#). It was the first SHARE shop in the UK, and has inspired dozens of similar projects across the world.

In essence, SHARE is a library that enables people to borrow stuff they need by donation. SHARE has over 1000 items on offer, from tools and household equipment to toys and tents. The majority of items have been donated by local people, making this a community sharing initiative. SHARE makes a difference by

- Supporting **equality** by giving access to things for everyone
- Increasing **sustainability** locally by reducing waste and carbon emissions.
- Building **community** by providing a platform for local people
- Building **skills** by providing volunteering opportunities and running repair workshops

SHARE now also operates the [Community Fridge](#) which enables people and businesses to share surplus food with people who need it rather than letting it go to waste. The fridge saves over 6000 items of food from landfill a month and like SHARE, being the first of its kind in the country, has inspired similar projects around the UK.

SHARE has steadily grown its use and income and has reached a level where a dedicated director is needed who can support the SHARE team. The director will manage the SHARE staff together with Anna Francis, Resilience Manager at Frome Town Council. The director will join the Edventure Board and drive the strategic development of Edventure's sharing initiatives.

As with a trustee in a charity, this director position at Edventure Frome Community Interest Company is voluntary. Below is a Job Description and Person specification to outline the position and associated time commitment.

Thank you for your interest, and please don't hesitate to contact Johannes Moeller for more information, or apply by emailing johannes@edventurefrome.org.

Many thanks,

Johannes Moeller and Anna Francis

Job description

Title: SHARE Director (Trustee)

Time commitment: est. 7 hours monthly; and 12 hours additional yearly hours.

Overall Duties

- Driving the strategic development of SHARE together with our core partners and the staff team.
- Managing and support SHARE staff on behalf of Edventure Frome CIC.
- Providing a bridge between the SHARE team and the Edventure Board, monitoring the financial health of SHARE.

In practice

- Chairing monthly SHARE management meetings (approx. 2 hrs / month)
- Line managing & supporting SHARE staff (approx. 4 hrs/month)
- Attending Edventure board meetings every 6 weeks, and reporting on SHARE matters (average 1hrs / month)
- Yearly Edventure & SHARE strategy days (est. 12 hours / year)
- Ad-hoc networking on behalf of SHARE.

Person Specification

Experience (Desirable)

- Experience as a line manager or board member
- Experience in financial monitoring / reporting
- Experience running / working in a retail environment
- Experience in business development
- Experience working on community businesses or initiatives in Frome

Skills, knowledge and abilities (Desirable)

- Knowledge of the social enterprise and charity sector, including fundraising
- Skills in financial management
- Knowledge of retail / shop management
- Experience working in the not-for-profit sector
- Experience of working with / managing volunteers