

Welcome to SHARe

Community Enterprise Development Coordinator (Repair Café Pilot)



Thank you for your interest in the post of Community Enterprise Development Coordinator at SHARe Knowsley.

This is an exciting opportunity to develop a new direction for SHARe. By creating an enterprise project, we seek to harness the skills and experience of clients and volunteers and connect with the local communities in which asylum seekers live.

SHARe is a well-respected grassroots charity, committed to welcoming, supporting and empowering refugees and people seeking asylum who live in the borough of Knowsley, Merseyside, as they rebuild their lives. The name SHARe stands for *Supporting and Helping Asylum Seekers and Refugees* and reflects our core philosophy of sharing our lives with everyone we meet, regardless of their background, story, language, race, faith, gender, or sexual orientation.

SHARe has a team of nine paid staff and approximately forty plus volunteers, focused on delivering high quality person-centred support and advocating for changes in our community that improve the lives of those we serve.

I hope that after looking through the pack you feel this role might be for you, and look forward to hearing from you.

Pablo Guidi, Chief Executive Officer

Community Enterprise Development Coordinator (Repair Café Pilot)

(0.4 FTE, 16 hours/week, 6 months):

Project Aim: To evaluate the long-term need, viability, and outcomes of a Community Enterprise (Repair Café) and produce recommendations to support its sustainable long-term delivery.

Project Objectives

1. Conduct a skills audit of clients and volunteers to identify existing repair knowledge and capacity.
2. Develop partnerships with local organisations, repair specialists and community groups.
3. Design and deliver 3-4 pop-up Repair Café events to test demand and operating models.
4. Evaluate the pilot and recommend an enterprise delivery model (including community demand, operational requirements, partnership opportunities, branding and resource needs).

Community Enterprise Development Coordinator (Repair Café Pilot)

Job Description (Main duties & responsibilities)

Key Responsibilities

1. Project Management and Administration (20%)

- a. Develop and maintain a project plan to ensure objectives, milestones and timescales are achieved.
- b. Coordinate project activity, maintain accurate records and manage associated administration.
- c. Work closely with the CEO to review progress, identify risks and agree next steps.
- d. Monitor project expenditure and ensure activities are delivered within the agreed budget, reporting any variances to the CEO

2. Community Needs Assessment (25%)

- a. Conduct a skills and asset mapping exercise with volunteers, clients and the wider community to identify existing skills, interests, repair expertise and opportunities for involvement.
- b. Work with the Community Development Officer to identify existing partnerships
- c. Meet with key community, business and voluntary sector partners to assess opportunities for involvement and support.

3. Volunteer Support (10%)

- a. Work with the Volunteer Coordinator to identify, recruit, train and support volunteers for both the pilot events and any potential longer-term model.

4. Partner Development (5%)

- a. Following the needs assessment, identify key partners and develop relationships to establish how they can contribute to the pilot and future sustainability of the project.

5. Venue Coordination and Event Planning (15%)

- a. Identify, secure and coordinate suitable venues for pop-up Repair Café events, including liaison regarding access, facilities and operational requirements.
- b. Plan, organise and deliver three/four pilot Repair Café events, ensuring activities are safe, inclusive and well coordinated.
- c. Coordinate volunteers, partners, repair specialists and other stakeholders to support successful event delivery.
- d. Ensure appropriate equipment, materials, resources and event processes are in place to enable efficient operation of each event (coordinate the sourcing, storage, maintenance and inventory – supported by SHARE’s Admin Officer).

6. Marketing and Communications (10%)

- a. Identify communication requirements and timelines, working with the Community Development Officer to develop and deliver promotional materials and engagement activities.

7. Monitoring, Evaluation and Reporting (15%)

- a. Monitor progress against agreed project outcomes and objectives.
- b. Gather information and feedback to evaluate demand, operational requirements and future sustainability.
- c. Maintain accurate records of partnership meetings, project activity and project development.
- d. Report regularly to the CEO to support ongoing evaluation and future recommendations.

8. General SHARE Knowsley Responsibilities (incorporated across each area)

- a. Actively participate in supervision, appraisal, planning sessions, team meetings, working groups, staff conferences and other meetings.
- b. Undertake administrative duties associated with the post as required.
- c. Work in accordance with SHARE Knowsley's policies, procedures, guidelines and other organisational requirements.

PERSON SPECIFICATION - Community Enterprise Development Coordinator (Repair Café Pilot)

As this is a short-term contract exploring enterprise opportunities, we appreciate that people will bring many different skills and experiences. However, there are some requirements that are crucial, but we are happy to discuss these, even if you feel you don't meet them fully. All experience may be paid or voluntary, full or part-time, in the UK or overseas. SHARe Knowsley values different and creative ways of managing people. Candidates will be short-listed on the following specifications and should write about each of them in the covering letter/CV.

Job Title	Community Enterprise Development Coordinator (Repair Café Pilot)	
Requirements	Essential (E); Desirable (D)	Application letter (A); Interview (I);
Knowledge and understanding		
1. Understanding the needs, experiences and hopes of people seeking sanctuary (e.g. people seeking asylum or who have refugee status).	E	A, I
2. Knowledge of community enterprise, demonstrated by an understanding of how local assets, skills and resources can be developed to create long-term community benefit.	D	A, I
Skills		
3. Good communication skills that demonstrate good listening, and the ability to adjust communication for diverse audiences, demonstrated by experience of engaging effectively with a range of stakeholders, volunteers and community members.	E	A, I
4. Skills in managing volunteers, demonstrated by the ability to encourage participation, build confidence and maintain positive volunteer relationships.	E	A, I
5. Good organisational skills demonstrated by ability to plan, deliver, resource (inc. budgeting) and monitor costs and activities.	E	A
6. Skills in monitoring, evaluation and reporting, demonstrated by the ability to collect information, assess outcomes and produce clear recommendations.	D	A
Experience		

7. Experience of working in a business, charity or social enterprise, with the ability to identify opportunities that contribute to the long-term sustainability of community initiatives.	E	A, I
Personal		
8. Commitment to the values of SHARe Knowsley (Dignity; Inclusion; Compassion; Empowerment ; Collaboration; Integrity; Flexibility)	E	A, I
9. Passion, energy and drive to establish new community initiatives, demonstrated by the ability to galvanise support, build relationships and champion a project from its early stages through to delivery.	E	A,
Education and qualifications		
Appropriate level of education that ensures high level of literacy.	E	CV,
Qualification in coordination/management (e.g. volunteer or community work; project management etc.)	D	CV,
Clean driving licence (preferably with access to a car – SHARe can meet additional business insurance cover if appropriate)	E	CV,

Community Enterprise Development Coordinator (Repair Café Pilot)

Pay: From £32,000 per annum, pro rata, depending on experience

Hours: 16 hours per week (either 2 days/ week or averaged over the 6-month contract and including occasional evening or weekend work)

Where: Huyton based with events across Knowsley

How to Apply

1. **Read the Job Description and Person Specification**, available to download from our website or by contacting the office on 07915 252300.
2. **Write a covering letter** (no more than two sides of A4) explaining how your experience, skills and knowledge meet each of the nine essential criteria in the Person Specification. Please provide examples wherever possible.
3. **Email your covering letter and CV** to pablo.guidi@shareknowsley.org.uk, clearly marked: "Application – Community Enterprise Development Coordinator"
4. **Closing date:** 12 noon on 10 August 2026.
5. **Interviews:** Thursday 13 August 2026 (Huyton). Unavailable on this date? Please call ASAP.

***Successful applicants** will be notified on Tuesday 11th August 2026 and invited to informal interview on **Thursday morning, 13th August 2026**, where applicants will be asked to present ideas on how they would deliver the project.

We are committed to equality of opportunity and welcome applications from people of all backgrounds and communities.