

# Job Description



## Position: Scrap Coordinator

**Contract Type:** Temporary (1-year fixed-term contract)

**Hours:** 8 hours per week (Ideally a Tuesdays, but can be flexible)

**Pay:** £14.16 per hour

**Reports to:** Directors

## About Ragtag Arts

Ragtag Arts is a community arts organisation with the environment at its heart. We operate across two venues in Kendal.

Our town centre venue is home to the Scrapstore—a reuse resource centre and craft shop—as well as our creative café space. Here, we run workshops for all ages, children's parties, and a variety of creative activities for the local community.

Our second site, based at Mealbank, is home to the Ragtag Pottery, a number of artist studios, storage for the Scrapstore, our Loose Parts Project, and our events programme. It's also where we make the big and beautiful things.

Beyond our venues, we deliver outreach projects in schools, festivals, and community settings, providing high-quality, accessible creative workshops that inspire people through creativity, play, and reuse.

## Job Purpose

The Scrap Coordinator is a brand-new role and is central to one of our core missions: reducing waste. By building relationships with local businesses and organisations, you'll help rescue amazing creative materials that would otherwise go to landfill and give them a second life through the Scrapstore, workshops, events, and community projects.

This role combines relationship building, practical collection and organisation of materials, and a keen eye for creative potential. You'll play a vital part in helping the Scrapstore grow while supporting our environmental and community impact.

## Key Responsibilities

- Build and maintain relationships with local businesses and organisations to increase donations of reusable materials.
- Identify and develop new supplier networks to support the growth of the Scrapstore.

- Drive the Ragtag minibus to collect donated materials from businesses and organisations.
- Sort, organise, and store materials to keep the Scrapstore well stocked, safe, and tidy.
- Communicate regularly with the Elephant yard team regarding stock levels and material needs.
- Coordinating volunteers helping with collections and scrap sorting.
- Attend scrap swap events with other Scrapstores to exchange resources.
- Keep accurate records of scrap collections, volumes, and supplier information.
- Take photographs and short videos of collections, documenting the journey of scrap.
- Create content for our social media channels, (with support of our marketing team.)
- Support Ragtag Arts' environmental mission by promoting reuse and reducing waste.
- Undertake other duties appropriate to the role as reasonably required.

## **Person Specification**

### **Essential**

- Friendly, approachable, and confident communicating with a wide range of people. A big part of this role involves visiting industrial estates and local businesses, introducing yourself, and asking what materials they throw away. Confidence, curiosity, and a friendly smile are essential.
- Able to build positive relationships with local businesses and community partners.
- Organised, reliable, and able to work independently.
- Physically able to lift and move donated materials safely.
- Full, clean UK driving licence and confidence driving a minibus.
- Passion for sustainability, reuse, and community engagement.
- An eye for great scrap and the imagination to see what it could become.

### **Desirable**

- Knowledge of the local business community.
- Interest in arts, crafts, design, or environmental sustainability.
- Confidence using social media and creating simple photo and video content

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## How to Apply

Please complete our online application form by **Sunday 13th September**.

Interviews will take place on **Wednesday 16th September**, with the successful candidate expected to start on **1st October**.

If you require support with the application process, please contact Emily at [emily@ragtagarts.co.uk](mailto:emily@ragtagarts.co.uk) or call 01539 232 552.

For further information, you're welcome to phone, email, or visit the Scrapstore.