

Community RePaint Network Coordinator

Grade: Network Coordinator.

Salary: £26,000 - £32,500.

Contract: Permanent, full time 37.5 hours per week.

Location: Bristol, with regular UK travel. Hybrid working available.

About Resource Futures

Our vision is to create a sustainable world. We work collaboratively with governments, businesses and the third sector to help speed up the transition to a circular economy and manage resources and waste in a more sustainable way.

We are non-profit-distributing and have a close-knit team of 50+ trusted employees who collaborate across various areas of the business. Our multi-disciplined and connected approach sets us apart from the competition and enables us to build robust solutions that have a meaningful impact in the world.

We are passionate not only about what we do but how we do it, and we're proud to be a part of the global B Corp movement to use business as a force for good. Employee-owned and independent, we're all about helping each team member grow, and together striving towards our goal of a creating a sustainable world. We are motivated by the [impact](#) of our work and how it feeds into wider issues of [climate justice](#) and [circular economy](#). Our work is far-ranging from [supporting businesses](#) to [advising governments](#) and delivering the [evidence to support global change](#). Read more about [our company](#) and how [we go beyond](#) for our people, to help them grow and thrive.

The opportunity

This is a great opportunity to make your mark on a fantastic community project as part of a small and friendly team. Using your excellent organisation and communication skills, you will support the existing Community RePaint (CRP) schemes and help to develop new schemes in order to substantially increase the volumes of paint collected and redistributed in local communities across the UK. You will promote and raise awareness of CRP online across multiple platforms, develop the CRP brand, lead on communications, and assist with promoting ReColour remanufactured paint. You will work with community organisations, paint manufacturers, retailers, businesses, decorators, and housing associations across the UK to increase the supply and distribution of surplus paint into the network and onto walls in local communities. An important aspect of the role is to develop and secure new schemes to join the network and find creative ways of encouraging paint reuse.

What you will be doing

Line managed by the Network Manager, you will have their support and guidance, to deliver the following;

Supporting the CRP network

- Proactively engage and respond to scheme enquiries, providing excellent customer service through email, phone, and social media accounts, troubleshooting to find quick and helpful solutions.
- Provide support and advice to all schemes, sharing relevant information and resources, and assisting with operational issues.
- Improve the 'networking' element of existing schemes, to increase the number of network functions and opportunities.
- Undertake visits to schemes across the UK, both independently and with CRP colleagues.
- Organise, devise, and deliver training materials, presentations, and events to support existing and new schemes.
- Respond to external enquiries via telephone and email.
- Liaise with external organisations in order to better assist local schemes and customers.
- Manage the project's customer relationship management (CRM) system, liaising with developers and ensuring it is being fully utilised.

Growing the CRP network

- Contribute to the development of the CRP strategic delivery plans.
- Work with the Network Manager to develop and establish new schemes, identifying appropriate organisations, making contact, and supporting their onboarding.
- Support and, as appropriate, lead on developing new partnerships.
- Identify new and innovative ways of growing the network.

Marketing and communications management

- Produce and manage the CRP communications plan, working with the CRP Network Officer and Resource Futures communications team to deliver outputs as set out below.
- Support the Network Officer with the production and distribution of:
 - Monthly Paint Pad (to CRP schemes) and bi-monthly RePaint Roller (to external organisations) newsletters.
 - Regular press releases.
 - CRP network promotional materials.
- Produce marketing content (including photographs and videos) for use across the network's communication channels.
- Assist individual schemes with the production of tailored communication and publicity materials.
- Oversee maintenance and update of the CRP website content, liaising with our website partners when complex amendments are needed.

- Oversee the maintenance and development of social media accounts – Facebook, X, Instagram, TikTok.
- Conduct monthly reviews of social media activity, performance and website statistics with the Network Officer and assist with content planning for the month ahead.
- Deliver presentations to external organisations, to promote the work of CRP.
- Manage stocks of marketing materials, organising print of new materials, as necessary.

Other responsibilities

- Line management and professional development of the Network Officer.
- Analysis and reporting of quarterly and annual statistics.
- Monitor progress of schemes.
- Manage and maintain key project documents – ReColour database, scheme information, photos, information sheets, guidance documents etc. ensuring GDPR compliance for all data.
- Comply with company project management practices in line with our Integrated Management Systems.

The essentials

- Knowledge and experience of waste prevention, re-use and recycling projects or initiatives.
- Community/voluntary sector knowledge or experience.
- Excellent interpersonal and communication skills (written, verbal, presentation).
- Experience of communications and/or public engagement through industry, local authority or third sector, including creation of video and photography content for promotional purposes.
- Competent IT user, particularly Microsoft Office and Adobe suite (including video editing), and the web, with experience of conducting desk-based research tasks.
- Experience of building, maintaining, and developing website and social media content.
- Ability to synthesise information from a variety of sources, and to organise and present information in a logical manner.
- Excellent problem solving, organisational and time management skills to meet deadlines, performing calmly under pressure.
- Ability to work effectively on own initiative and as part of a team.
- Ambition to use your career to make a difference.
- Commitment to sustainable resource use and sustainable development.

Great to have

- Graphic design skills.
- Experience using a customer relationship management (CRM) system.
- Experience of paint re-use operations.
- Knowledge of design and print processes.

Benefits

- Embedded flexi working culture.
- 25 days annual leave, plus bank holidays, each year (pro rata for part time employees) - flexibility to work or use bank holidays for annual leave.
- One volunteer day each year (pro-rata for part time employees).
- Enhanced maternity and paternity pay.
- Enhanced sick pay.
- Scottish Widows Ethical Series 1 pension plan – the company will match up to 7% of your contribution.
- Life assurance cover.
- Healthcare portal offering 24/7 GP access, mental health support, wellbeing advice, financial and legal guidance.
- Mental health and wellbeing group with trained mental health first aiders and responders, maintaining a focus on support for our team.
- Cycle to work scheme and on-site secure bike parking and showers at our Bristol office.
- On-site charging points for electric vehicles at our Bristol office.
- Subsidised professional membership such as CIWM or IEMA.
- An opportunity to become a company member, contributing to decision making and the future of our business.
- Access to our Consultative Group platform – a representative group of employees that provides an anonymous vehicle for employee voice, raising issues and engaging senior management.
- Regular line manager 1:1's and performance reviews, with opportunities to discuss and build targets that inspire and push you professionally.
- Annual training budget to ensure continued progression and development, as well as regular internal 'Lunch and Learn' and other sessions to share skills and knowledge across all roles.
- Two annual team activity days, each followed by evening socials.
- Green Bristol location, surrounded by nature, and only 10 minutes' walk to the harbourside.
- An opportunity to join a friendly, fun, professional, challenging, and supportive place to work, and a team that is collectively focused on making a positive impact.

We are an equal opportunities employer, welcoming applications from all, and we will always consider flexible working options if appropriate. We are [Disability Confident](#) and committed to recruiting, retaining, and developing people from the widest possible pool of talent. We are an accredited [Living Wage employer](#), committed to paying a wage based on the cost of living to all of our people. In recruiting, hiring, developing and promoting employees, we treat everyone equally irrespective of sexual orientation, gender (including sex, marital status or gender reassignment), marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, and place an obligation upon all employees to respect and act in accordance with this policy.