



Make Do and Grow CIC is a not-for-profit social enterprise, focussed on supporting growing families, developing creativity and encouraging reuse.

Based in a retail unit in Govan, Make Do and Grow sells low cost, preloved clothing and toys for growing children. Within the shop area, families are encouraged to play with the toys, read a book or draw on the chalkboard wall. Meanwhile, the creative workshop area offers free drop in arts and crafts and low-cost workshops throughout the week. All activities reuse scrap and waste materials wherever possible.

As a social enterprise, all profits are reinvested, allowing Make Do and Grow to open access to even more creative activities and partner with other local organisations, increasing resources and support for local families and children.

A new family led project; the community Toy Library is about to launch!

The Toy library will provide high quality toys on a membership based borrow and return model. Families will have access to educational and play inspired toys which support learning and development, all whilst building connection, encouraging play and facilitating reuse over new.

Could you be the person we need to take on the co-ordination of this project and help us create something special for families?

This is a fixed term position thanks to funding from the National Lottery; 2.5 days a week for six months (will include some after school hours and Saturdays).

This role requires someone who loves community and creating good outcomes for families, children and young people. You will be practical, organised and responsible with amazing administration skills. As our lending library has an online platform, you will be comfortable with basic digital processes from uploading photographs to accessing and editing online forms and databases.

You will also be very hands on. This means sorting, cleaning and restocking, supervising a team of part time staff and volunteers, working alongside children and their parents and community partners, facilitating play, organising the logistics of after school Toy Library activities, responding to daily challenges and communicating effectively with members, management and the rest of our small team. You need to be great at time management and able to see how to pull the full potential from the Toy Library for our families, whilst getting stuck into making it happen.

This is a real opportunity to help develop an exciting new community led project. If you're up to the challenge, we'd love to hear from you.

Job Role – Toy Library Co-ordinator

Salary: £21K pro rata (2.5 days/week). Fixed 6 months contract.

Hours of Work: 2.5 days per week (19 hours), including some Saturdays as needed. Immediate start.

Location of Work: Make Do and Grow, 41 Burleigh Street, Govan, G51 3LA.

N/B This role involves working directly with children and as such is subject to a full disclosure (PVG Membership).



Role Description:

- Reporting to the Hub General Manager, this role is responsible for the development of the Govan community Toy Library (online platform and in person delivery).
- Co-ordination of part – time staff and volunteers (including work placements), ensuring a regular and consistent service for families.
- Sorting of library stock, checking contents, cleaning and repairing as required.
- Development of library registrations and membership including partnership referrals and communications with members.
- Management of the online booking and membership service, including database administration.
- Retail support including customer service, till operation and cash handling.
- Recording and measurement of Toy Library services against project criteria.
- Planning and development of family activities and services within the library space.
- Representation at the Toy Library steering group of parents and carers.
- Other duties as necessary to meet the immediate needs of the organisation.

Person Specification:

	Essential	Desirable
Qualifications	Highers or equivalent	A relevant qualification in business, the arts, childcare or teaching would be an advantage.
Experience	Experience working in retail or customer service. Administration experience. Understanding/experience of the challenges of working in a small third sector organisation.	Experience working with children or families. Understanding of Social Enterprise. Volunteer or other management experience an advantage. Community services experience an advantage.
Skills	Basic IT skills (Word, Excel).	Digital marketing experience, website editing or database



	<p>Basic online digital skills (e.g editing on social media platforms or websites)</p> <p>Excellent communication and customer service skills.</p> <p>Good organisation and reporting skills.</p> <p>Excellent planning and time management skills.</p>	<p>administration experience an advantage.</p> <p>Some knowledge of children's toys would be an advantage.</p>
Personal Attributes	<p>Flexible, Problem Solver, Positive, Resilient, Able to work on own, Responsible.</p> <p>Confident in taking initiative.</p> <p>Ability to plan effectively and deliver against plans.</p>	<p>Able to relate to and quickly build rapport with a diverse range of people.</p>