



Orinoco Trustee / Management Committee Member

About Orinoco

Orinoco is a small but popular charity, based in Oxford, committed to reuse and to providing interesting and unusual materials for children, adults, students, playgroups, schools and other organisations for creative projects. We collect clean waste from local businesses and sell it at very low prices through the Scrapstore, as well as selling unwanted household items and other DIY materials and tools. In addition to the scrapstore, Orinoco also runs a 'scrapmobile', which offers creative play opportunities for children using waste materials at outdoor festivals and play days. Find out more on our [website](#) or on [Facebook](#).

Role description:

Orinoco is recruiting for Management Committee Members to become part of the Management Committee and join in the fun that goes on in our eccentric and irrefutably valuable "Aladdin's Cave". The organisation is undergoing a significant redevelopment of its business model and will be responding to the potential opened up by the redesign of the Bullingdon Community Centre's premises. This is an excellent opportunity to get involved in unlocking Orinoco's potential to be at the forefront of the county innovative reuse and recycling activities and help shape the direction of the charity.

This is a voluntary role.

Responsibilities & duties:

- Support the development of a strategic vision and new financial/business plan for the organisation.
- Assist the organisation to go forward and ensure continued sustainability through supporting fund-raising and income generating activities.
- Assist the development of organisational policies and procedures.
- Provision of oversight and support to the organisation, store manager and volunteers. In particular we are looking for individuals with skills and experience in the following areas:
 - Marketing and promotion
 - Recruitment and retention of volunteers
 - Maximising membership revenues and services
 - Digital media management including website and social media
- Partnership development and liaison including with key stakeholders, The Bullingdon Community Centre, City Council and other organisations working in the field of waste minimisation/re-use and provision of creativity services to children and adults
- Occasional practical help, where needed, in the store.
- Attendance at monthly committee meetings (will be bi-monthly after 6 months).

Desirable person specification:

- Experience of working with community and voluntary organisations or social enterprises, either as a management committee member, staff member or volunteer.
- Experience of business development and strategic planning.
- Proactive and positive attitude to helping organisations go through change
- Experience of managing a store or small business.
- Experience of fund-raising including grant funding.
- Experience of working with volunteers.
- Knowledge of the waste and recycling sector or experience of working in the sector.
- Passionate about “reuse” and environmental sustainability.
- Commitment to community development, as well as encouraging play and creativity.

Benefits of the role:

- Excellent CV experience for anyone interested in organisational management.
- Chance to be part of shaping the future of an established and well-loved Oxfordshire Charity
- Experience of working with a community organisation and volunteers.
- Chance to be part of an enthusiastic and committed
- A chance to be involved with exciting and creative community, reuse and education projects and support a worth-while organisation

How to apply:

Please send your CV accompanied by a covering letter outlining how you meet some or all of the desirable person specification to Tanya Berman: tanya.berman@taneco.co.uk. For more information or to discuss the role please contact: 07788561363.