

Job Description Manager of Leeds Wood Recycling

Leeds Wood Recycling is a new social enterprise set up to help the environment and create jobs and volunteering opportunities for local people by collecting, reusing and recycling waste timber from the building industry.

A hands-on Enterprise Manager is needed to manage all the day to day activities including:

- Driving to building sites to collect “waste” timber
- Engaging, training, managing and motivating staff and volunteers
- Liaising with customers, suppliers and other partners
- Working to a budget and keeping simple accounts
- Implementing a simple marketing strategy
- Ensuring that the enterprise provides a high standard of service to all its customers
- Ensuring H&S standards are maintained



The key qualities that will define an applicants' suitability are high levels of motivation and initiative; excellent communication skills; sympathy and understanding towards people; the ability to lead from the front and carry out (in the short term) a good amount of manual labour.

Essential requirements:

- Excellent communication skills
- Good leadership skills
- High level of motivation and enthusiasm
- An entrepreneurial attitude
- Positive and caring attitude
- In good health and physically fit
- Competent with hand tools
- Some IT skills
- A full, clean UK driving licence

Desirable requirements:

- Some experience of the building trade
- Some experience with power tools
- Health and Safety aware
- An interest in environmental and social issues

The role will provide the right person with a great opportunity to develop lots of key skills, help inspire lots of people and help build an exciting venture that will make a real contribution to the local community and to local sustainability.

Start date: May 1st **Remuneration:** £23166 pro rata, 4 days a week (30 hours) actual pay £18533

Because Leeds Wood Recycling is part of an award-winning Social Enterprise network that is now expanding nationwide, there is a high level of support available to the suitable candidate.

Please send a CV and covering letter to leedswoodrecycling@gmail.com or 2 Rosebank Rd Leeds, LS3 1HH by **25th March.**

For more information about us please visit www.leedswoodrecycling.co.uk or call 01132458863