SCRAP Volunteer Support

Background Information:

Scrap Creative Reuse Arts Project Ltd (SCRAP) is an innovative social enterprise providing a wide range of materials and inspiration for art and play.

The aim of SCRAP is to encourage an inventive response to climate change and environmental issues through the collection and redistribution of non-toxic, non-hazardous waste. We do this by working with local businesses and light industry to redirect their waste materials, originally destined for landfill, and making them available for sale to individuals, organisations and groups in our Scrap Store.

SCRAP also offers volunteer placements to individuals from a variety of backgrounds, skills and experiences through work experience and project activities all from our base in Sunny Bank Mills, Farsley, Leeds.

Scrap Staff recognise and work within the ethos of SCRAP:

We find creative ways to re-use waste materials which would otherwise go to landfill, and our mission is to:

- divert increasing amounts of waste from landfill for creative re-use
- inspire people to think positively about waste materials
- run a business that values people – our staff, volunteers and customers
- run a social enterprise that is socially, financially and environmentally sustainable

For further information please visit our website - www.scrapstuff.co.uk.

If you are interested in this post please complete and submit the application form and attached documents via email to: admin@scrapstuff.co.uk by the closing date of Thursday 15 October 2026 12 noon.

After shortlisting has taken place successful candidates will be contacted for an interview to be held on Tuesday 27 October 2026.

Please do not submit a CV, we will consider completed application forms only.

Please see the job description and person specification overleaf.

Job Description

SCRAP Volunteer Support

Pay	£15,862 p.a. pro rata (£24,454 full time) Hourly Rate £12.71
Hours	24 hours per week – Tues 10am – 3pm Wed, Thurs, Fri 9.30am – 4.30pm
Duration	Permanent (subject to available income/funding) following a 6 month probationary period
Responsible to	SCRAP Director

We expect all SCRAP employees to carry out their duties in a professional manner, ensuring that respect and courtesy is shown to colleagues, volunteers, visitors and all those in contact with the organisation.

Volunteer Support Main Duty:

The main duty of this role is to support and develop our volunteer programme which includes people from a wide variety of backgrounds, ages and ability. We work with up to 7 volunteers a day and this role will support the day-to-day operations of supervising and supporting volunteers and working as part of the Scrap Store Team.

Volunteer Support General Duties and Responsibilities:

1. Oversee and organise all elements of the Scrap Volunteering Scheme, including Volunteer recruitment.
2. Supervise Volunteers to ensure they get the most out of their time with Scrap. This will include supporting them to work in the café, store and sorting areas.
3. Keep Volunteer records and paperwork up to date and secure, identifying and developing any specific policies and procedures that are needed, with support from Finance & Admin.
4. Work with the shop coordinator to identify tasks for Volunteers to do, playing on their strengths and encouraging them.
5. Research all volunteering opportunities within Scrap and liaise with colleagues to work in partnership with them.
6. Organise rotas, provide induction and training, monitor and support Volunteers.

General

1. To assist the SCRAP Director to develop SCRAP as a community space.
2. To provide cover for SCRAP when other staff are not available.
3. To ensure all relevant Health and Safety regulations are adhered to, including Fire Safety – being responsible for your own and that of those you support.
4. To attend meetings as required.
5. To attend relevant training courses/staff development programmes, supervision and appraisal as required.
6. To maintain a positive attitude to combat oppression and discrimination on any grounds.
7. To adhere to the policies and practices of SCRAP.
8. To carry out any other duties commensurate with the grade and level of responsibility of this post.

Person Specification

Volunteer Support

We are looking for someone who is friendly, approachable and supportive and able to build relationships within the Scrap team and with a wide variety of people who come to volunteer at Scrap. Someone who is hard working and dependable.

The successful applicant will have a commitment to volunteering and its value to society, be enthusiastic and committed to work. You will have a proven ability to work on your own initiative and plan your work programme.

It is important that you can work effectively with, and contribute to, our team. You will also be willing to take on different tasks as this role develops to meet the needs of the organisation.

The role requires confidence, patience and good interpersonal skills. On occasion the post holder may be required to address challenging situations constructively, while maintaining clear boundaries and ensuring that volunteers understand and adhere to expectations.

This post will involve record keeping, dealing with the public and community groups; with this in mind, the successful applicant will be presentable, confident and be skilled in communication at all levels.

Please note these **Essential and Desirable** criteria for this role below.

	Essential	**Desirable**
Education	Good standard of general education	A qualification in volunteer or people management
Knowledge	General awareness of the work of SCRAP Knowledge of volunteering best standards and good practice, strategy and policy An understanding of legislation and policy relating to vulnerable adults including safeguarding Understanding of data protection requirements and confidentiality Knowledge of volunteering techniques and methods Knowledge, or experience, of the issues that people with lived experience of poor mental health face and the impact this has on their lives.	Knowledge of employability and work placements
Experience	Relevant experience in volunteer engagement, support and retention Experience of engagement with individuals and/or with communities Experience of person centred working	Experience of partnership working
Skills	Computer literacy Proven organisational skills	

	Strong communication skills – verbal and written, and ability to relate well to people from diverse backgrounds Able to champion the role and contribution of volunteers Ability to create a sense of belonging through development of kind relationships that lead to people feeling accepted and able to contribute. Ability to manage expectations within a very varied volunteer cohort.	

(end)