

Fixery workshop officer

Job Advert

Job Title: Fixery workshop officer

Employer: Habitats & Heritage

Salary: £27,200 to £35,280 FTE (£21,760 to 28,224 pro rata at 0.8 FTE), depending on experience.

Contract: Part time, fixed term – running until 31st March 2027

Hours: 4 days a week (28 hours) – Thursday to Sunday

Holiday entitlement: 25 days annual leave and 8 days bank holiday (pro-rata)

Line management: CEO/ Deputy CEO Habitats & Heritage

Reporting to: Richmond Climate Team.

Location: Grove Gardens Chapel, Lower Grove Road, TW10 6HP. The office of Habitats & Heritage is based in Twickenham, and you will occasionally attend meetings here.

Other essential information: Though the Fixery's days of operation are set, Thursday to Sunday, we would be open to applicants who could only work two of those days as part of a job share.

Application deadline: Wednesday 4th February 11.59pm

Interviews: Monday 9th February

Start Date: Week commencing 2nd March 2026

The Charity – Habitats & Heritage

Habitats & Heritage is the local charity that acts for the natural and historic environment and climate in south and west London. We take care of our local landscape; its wildlife, ecosystems, heritage as well as fostering sustainable behaviours by:

- Using our local **knowledge** and experience to lead the way in protecting and creating a better and more **sustainable** environment for everyone.
- Working in **partnership** with others to raise awareness and address local environmental issues and promote individual action.
- Bringing people together to better understand, learn and **connect** with and enjoy their local environment and heritage.
- **Empowering** and mobilising communities to enhance and maintain the spaces they care about.
- Building better quality habitats and ecosystems for nature and wildlife to thrive.
- Encouraging **accessibility** and **involvement** to ensure everyone enjoys and experiences the positive health and wellbeing benefits from spending time in our natural and historic environment.

We are based in Twickenham and work across the London Boroughs of: Richmond; Hounslow; Kingston; Wandsworth; Merton; Hillingdon and Harrow.

Our partner – London Borough of Richmond upon Thames

This post will be line managed by Habitats & Heritage. On a day to day basis the successful applicant will report to colleagues in the Richmond Climate Team.

Purpose of Job

Help us build a culture of repair, reuse and community skill-sharing!

We're looking for a friendly, practical, hands-on Fixery Workshop Officer. If you love problem-solving, enjoy working with people, and care about reducing waste and sustainable consumption, this is the role for you. The Fixery Workshop Officer supports the daily operations of the Fixery, helping to deliver a welcoming, community-centred service that promotes repair, reuse and waste reduction. The role involves working alongside volunteers and community members to create an inviting space where people want to spend time, while enabling residents to access circular activities through managing the Fixery stalls and ensuring a smooth running of the hub's operations.

This role would suit someone passionate about sustainability or looking to pursue a career in sustainability and looking for a step in the door. We'll support you to develop new skills while helping your community keep valuable items in use and out of landfill. If you're curious, adaptable, and keen to learn, we'd love to hear from you.

Key Responsibilities and Tasks

1. Welcoming people into the space, explaining how the repair process works, and creating a friendly, inclusive atmosphere.
2. Operating stalls and services within the Fixery, including transactions.
3. Logging repair data and capturing the impact of the items we save from landfill.
4. Supporting community events, workshops, and outreach activities.

Other requirements

Weekend work is a central part of this role. The Fixery will be open from Thursday to Sunday inclusive. We are prepared to consider flexible working arrangements – so if you might be able to work Thursday and Friday only, or Saturday and Sunday only, we're happy to consider such requests in application and at interview.

We welcome applications from people of all backgrounds and are committed to building a diverse, inclusive workplace where everyone feels valued and able to thrive.

Job role and person specification

This is an ideal role for someone passionate about sustainability, practical problem-solving, circular economy principles, and hands-on community engagement.

We welcome applications from people of all backgrounds and are committed to building a diverse, inclusive workplace where everyone feels valued and able to thrive.

Specific Duties and Responsibilities

Activity and delivery

- Manage the effective running of the Fixery operations and provide support to collaborators and volunteers operating from the site.
- Work with the Fixery team and management to make changes in response to feedback and project needs.
- Participate in the necessary training needed for the role.
- Take responsibility for ensuring health and safety, safeguarding, and first aid protocols are implemented and adhered to at the site at all times.
- Ensure activities provide an inclusive and pleasant environment for staff, volunteers, and members of the public.
- Implement processes to manage the inventory of equipment, consumables, spares, and repaired items at the Fixery.

Volunteer management

- Help build a volunteer community that feels empowered to take the lead on the delivery of some of the core Fixery activities.
- Create an open, welcoming, inclusive environment for volunteers, whilst encouraging collaboration and skill sharing.

Relationship management

- Build and maintain positive relationships with local stakeholders, including the managers and users, members of the public, local repair businesses, volunteers, and community fixing initiatives, with support from the Fixery team and management.
- Maintain an open and honest line of communication with the Fixery team and management.

Monitoring and evaluation

- Collect monitoring and evaluation data related to the Fixery to inform project operations.

Income generation

- Work with the Fixery team to track and grow onsite income-generating activities to ensure that the shop meets its objectives for financial sustainability.

Finance management

- Follow agreed Fixery finance processes, including correct and timely categorisation of regular project income and expenditure (training will be provided) with support from the team and management as needed.

Organisational and partner involvement

- Be a team player: skill sharing, chipping in on communal tasks, and helping each other out.

Person Specification requirements

Experience	Essential	Desirable
Experience overseeing a site-based project		X
Experience facilitating successful volunteer-based projects		X
Experience leading a group to deliver an activity		X
Skills and knowledge	Essential	Desirable
Proven to be focused and meticulous when recording information	X	
Commitment to The Fixery's mission	X	
Demonstrated ability to work independently and use own initiative	X	
Proven excellent time and task management	X	
Demonstrable excellent in-person communication skills	X	
Experience and ability to work well as a team member and respond well to feedback	X	
Experience working in and with the community, including outside of normal working hours		X
An interest in sustainability, circular economy and behaviour change	X	

Application process

Please submit your CV and a personal statement (one side of A4) to the CEO, Paul Jennings:

paul@habitatsandheritage.org.uk

Applications will be assessed against the following key criteria:

- 1) A demonstrable interest in sustainability and circular economy principles.
- 2) Experience leading groups (of volunteers?) to deliver an activity.
- 3) Evidenced excellent in-person communication skills.
- 4) Experience at meticulous information recording.

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Interviews: Monday 9th February

Start Date: Week commencing 2nd March 2026

If you have any questions about the application process, please contact Paul Jennings,

paul@habitatsandheritage.org.uk