

Hub Lead (Portsmouth Library of Things & Repair Café)

Part-time (14 hours per week, Wednesday–Saturday)
£14–£15 per hour (£10,200–£10,900 per year equivalent)
Based in Portsmouth



Make a real difference in your community

We're looking for a Hub Lead to help run our Repair Café and Library of Things in Portsmouth—a welcoming, practical community space where people come together to fix, share, and learn.

In this role, you'll support the day-to-day running of the hub, coordinate a team of volunteers, and help create a friendly, inclusive environment for everyone who visits.

You'll play an important part in reducing waste, lowering carbon emissions, saving residents money and strengthening community connections in Portsmouth.

About us

The Repair Café and Library of Things is part of a growing movement helping people save money, reduce waste, and build skills by repairing and sharing everyday items.

We provide:

- Repair sessions where volunteers help fix household items
- A “Library of Things” where people can borrow tools and equipment
- A welcoming space for learning, connection, and community action

What you'll do

As Hub Lead, you will:

- Oversee the smooth day-to-day running of the hub during opening hours
- Welcome and support visitors, helping create a friendly and inclusive atmosphere
- Coordinate, train and support volunteers, ensuring they feel valued and confident
- Help organise and deliver repair sessions and lending, including communications (in-person, phone and online)
- Maintain records (using Microsoft systems and our bespoke Library software)
- Ensure the space is safe, tidy, and set up for activities
- Act as a positive representative of the organisation within the local community

Working pattern

- 14 hours per week
 - Wednesday to Friday and every third Saturday
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What we're looking for

Essential

- Confidence working with members of the public or community groups
- Strong communication and people skills
- Ability to organise tasks and manage time effectively
- A proactive and reliable approach
- Proficient computer skills
- Interest in community, sustainability, or reducing waste
- A level of mobility as the role requires you to move between floors during a shift

Desirable (not essential)

- Experience supporting volunteers or small teams
- Experience in retail, hospitality, events, or community settings
- Interest in repair, DIY, or practical skills

You don't need to meet every requirement—if you're interested and feel you could do the role well, we'd love to hear from you.

What you'll gain

- The opportunity to make a meaningful local impact
 - Experience working in a community-led environmental organisation
 - The chance to build skills in coordination, volunteering, and community engagement
 - A supportive and friendly team environment
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Inclusion and accessibility

We are committed to building an inclusive and welcoming organisation. We encourage applications from people of all backgrounds, including those underrepresented in the environmental sector. If you have any access requirements or need adjustments during the application process or in the role, please let us know—we're happy to support you.

How to apply

To apply, please send your CV and a short covering email explaining why you're interested in the role and what you could bring, to Clare at hello@shareportsmouth.org.uk

Application deadline: Monday 15th June 2026 at midday

Interviews: Monday 29th & Tuesday 30th June 2026

Find out more: We'd be very happy to welcome you for an informal visit to the hub before you apply. This is a great opportunity to see what we do and ask any questions. To arrange a visit, please email Clare using the address above.