Tool Hub Manager

Job Description, Amigos Worldwide

Job Title	Tool Hub Manager
Reports To	Chief Executive Officer
Location	Exeter (on-site at St Thomas' Arches), with frequent local travel.
Hours	22.5 hours per week (3 days), with some flexibility over which days. There is opportunity for the role to expand to a full-time position dependent on performance.
Salary	£28,000 – £30,000 per annum (FTE), pro rata, depending on experience (£16,800 – £18,000 actual).
Employer	Amigos Tools Limited, the trading company of Amigos Worldwide
Contract	Permanent
Closing Date	27 November 2026

About Amigos Worldwide

Amigos Worldwide is a Devon based development charity with 26 years of transforming lives in Uganda. We work alongside communities to inspire sustainable change through vocational training at our Kira Farm Development Centre, a unique family sponsorship programme, and rural community development projects including clean water, climate-resilient farming and life-skills training.

We are a small, passionate team, motivated by our Christian faith and a conviction that every person deserves dignity, hope and opportunity. Our supporters (individuals, churches, businesses and community groups across Devon and beyond) are at the heart of what we do.

We are now launching an exciting new venture: a tool refurbishment hub in Exeter, run in partnership with Tools with a Mission (TWAM). Donated tools from across the South West will be collected, refurbished and shipped to Uganda to equip our vocational training programmes, while a shopfront and online sales operation generates income here in the UK. The Hub will be run by Amigos Tools Limited, a trading company overseen by Amigos Worldwide, with all proceeds supporting Amigos' charitable work.

The Opportunity

This is a brand new role for Amigos, and a brand new project. As our Tool Hub Manager, you will take the lead in establishing the Hub from scratch: fitting out the workshop and shopfront, recruiting and training volunteers, building the tool collection network, and setting up the systems that will let the Hub run smoothly for years to come. You will work closely with, and be supported by, the Amigos CEO throughout.

This is a role for someone who relishes building something new: comfortable with adaptation and change in the early months, energised by turning a plan into a working operation, and just as happy sharpening a chisel or serving a customer as they are managing a rota or chasing a van booking.

Role and Responsibilities

1. Tool Refurbishment & Workshop Operations

- Oversee the day-to-day running of the workshop where volunteers clean, repair and sharpen carpentry tools, sewing machines, garden equipment and mechanics' tools.
- Set and maintain quality standards so that refurbished toolkits are fit for purpose before being packed and shipped to Uganda.

- Maintain a safe, efficient and well-organised workshop environment, including health & safety and safe use of tools and equipment.

2. Volunteer Recruitment & Management

- Recruit, induct, train and roster a team of local volunteers to support the workshop, shopfront and collection activities.
- Lead and motivate volunteers day-to-day, matching tasks to individual skills and building a positive, inclusive team culture.
- Provide a meaningful, worthwhile volunteering experience, including for volunteers who are retired or looking to build confidence, skills and a route back towards work.

3. Shopfront & Sales Operations

- Manage the Hub's retail shopfront, pricing and displaying refurbished tools and surplus stock for sale to the public.
- Develop online sales channels (e.g. eBay, social media marketplaces) to maximise income from tools not required overseas.
- Keep accurate records of sales and stock, and manage cash/card handling in line with Amigos' financial procedures.

4. Tool Collection & Logistics

- Coordinate the collection of donated tools from individuals, trade suppliers and businesses across the South West, including scheduling collection visits and managing a small pool of volunteer drivers.
- Build and maintain relationships with Rotary clubs, retailers and community groups to generate a steady flow of donations.
- Oversee inventory of incoming donations and outgoing toolkits, ensuring efficient use of storage space.

5. TWAM Partnership

- Act as the main point of contact for TWAM, liaising on the collection of tools from the Hub and ensuring toolkits are packed to TWAM's specification.
- Keep Amigos' Uganda team informed about tools on their way, so that what we send matches the needs of our training programmes.

6. Setting Up & Growing the Hub

- Take the lead, with CEO support, on fitting out the premises in Exeter and establishing day-to-day operating systems from scratch.
- Contribute to budgeting, monitoring income and expenditure, and reporting regularly to the CEO on progress against the Hub's business plan.
- Identify opportunities to grow donations, sales income and volunteer numbers as the Hub becomes established.

About You

We know the right person for this role might come from a variety of backgrounds: charity or retail management, trades, logistics, or running your own business. What matters most is a proven ability to manage projects and people, and the drive to build something new.

Essential

- Demonstrable experience managing projects and leading or supervising people, in any sector.
- A self-starter with the drive and enthusiasm to establish a new venture from the ground up, comfortable with the ambiguity of an early-stage project.
- Excellent people skills, with the ability to recruit, motivate and manage a diverse team of volunteers.

- Strong organisational skills and the ability to juggle a varied workload (workshop, shopfront, logistics and admin) independently.
- A natural relationship-builder, confident making contacts with donors, suppliers and community groups.
- Genuine enthusiasm for, and commitment to, the mission and values of Amigos Worldwide.
- Full UK driving licence, with willingness to travel locally for tool collections and nationally for training and meetings.

Desirable

- Practical skills or experience in carpentry, mechanics, engineering or a related trade.
- Experience of retail, sales or e-commerce (e.g. eBay).
- Experience working with or managing volunteers in a charity or community setting.
- Knowledge of, or connections within, the Exeter business or trade community.
- Sympathy with the Christian faith and values underpinning Amigos' work.

What We Offer

- The chance to build a brand-new charity venture from scratch, with real ownership and autonomy.
- The opportunity to see first-hand how your work changes lives, sending tools that create skilled jobs for young people in Uganda.
- A rewarding local volunteering environment, offering people who are retired, or looking for a route back towards work, a sense of purpose, teamwork and new skills.
- £28,000 – £30,000 per annum (FTE), pro rata, depending on experience (£16,800 – £18,000 actual).
- Workplace pension scheme.
- 22.5 hours per week (3 days), with full-time hours considered for the right candidate.
- 25 days' annual leave plus bank holidays (FTE, pro rata).
- Support and mentoring from the Amigos CEO throughout the set-up phase and ongoing as needed.
- The chance to join a growing charity at an exciting stage, with real scope to shape this role over time.

How to Apply

To apply, please send your CV and a covering letter of no more than two pages, telling us why you are the right person for this role and how your experience and character make you a great fit for Amigos, to:

James Lewis, CEO: info@amigos.org.uk

If you would like an informal conversation about the role before applying, please email the above address to arrange a call. We'd love to hear from you.

Closing date: 27th November 5.00pm.

Interviews: TBC

Amigos Worldwide is committed to safeguarding and promoting the welfare of vulnerable people. The successful candidate will be required to complete an enhanced DBS check. Amigos Worldwide is an equal opportunities employer.