



Resource Hub Coordinator

About the role

SAIL is a not-for-profit organisation supporting the creative and cultural industries to become environmentally sustainable. We work with organisations, artists, and productions to reduce environmental impact while maintaining creative ambition.

A core part of our work is the [Resource Hub](#), a physical space and circular resource system that enables the reuse of materials across the sector. Through storage, transport, and redistribution, the Hub helps the creative and cultural industries reduce waste, lower costs, and access the infrastructure needed to deliver projects sustainably.

Key Responsibilities

- Coordinate the day-to-day running of the Resource Hub, including managing the intake, organisation, and redistribution of materials
- Maintain an organised, safe, and accessible physical space
- Plan and coordinate van collection and delivery days
- Recruit and manage a pool of volunteers
- Explore and implement ways to generate income through the Hub and contribute to developing a more financially sustainable model over time
- Identify opportunities to improve processes and efficiency
- Act as a key point of contact for Hub users and partners
- Support communication with the sector about available resources and services and take part in industry wide working groups on reuse and circularity
- Contribute to case studies, newsletters, and social media where relevant
- Provide administrative and delivery support to the wider SAIL team on other projects as required

Essential qualities

- Interest in sustainability and the creative and cultural sector
- Able to manage and prioritise work independently
- Proactive and self-motivated, comfortable being left to run things day-to-day
- Confident communicator, able to build relationships with a wide range of people
- Practical and hands-on, comfortable working with physical materials and space
- IT literate and confident using Microsoft 365 productivity software

Desirable skills and experience



- Experience working in the creative and cultural industries
- Experience in logistics, operations, events, or space/venue coordination
- Experience of supporting physical spaces, studios, or warehouses
- Understanding of reuse, circular economy, or sustainable practices
- Experience generating income, managing budgets, or developing services
- Communications or content creation experience
- Full clean UK driving license

Location

SAIL operates as a fully remote organisation, however, due to the nature of this role and the physical location of the hub, the successful candidate will need to be within commutable distance of the current location of our hub in Shipley, West Yorkshire.

Salary, working hours and contract length

£28,000 per annum, pro rata (0.6 full time equivalent, real salary is £16,800 per year)

Working hours flexible, but equivalent to 3 days per week. The successful candidate will be able to set their own hours and coordinate when the hub is open based around their own schedule.

Holiday entitlement is 25 days, plus the statutory entitlement, pro rata

Initial contract length of 6 months. The continuation of the Resource Hub is entirely funding dependant, and therefore the contract length could be extended depending on funding availability and by mutual agreement.

Timeline

Application Deadline: **5pm, Friday 26th June 2026**

Interviews: Week commencing Monday 29th June 2026

How to Apply

Please submit your CV and a cover letter, or a short recording of yourself, outlining your suitability for the role to info@wearesail.org with the subject "Resource Hub Coordinator Application."

If you'd like to discuss the role and your suitability in more detail before applying, please book in a meeting with Jamie (executive director) using the following link:

<https://cal.com/jamiesaye/>





[W wearesail.org](http://wearesail.org)
[E info@wearesail.org](mailto:info@wearesail.org)

Sustainable Arts In Leeds Community Interest Company, registered number 12518465.
Registered address: 106 Kirkstall Road Leeds LS3 1JS.