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## Tech Sustainability Manager - Job Description

**Job Title:** Tech Sustainability Manager

**Location:** Edinburgh Remakery 13A Newkirkgate, Leith Edinburgh EH66AD

**Reports to:** CEO

**Responsible for:** Tech Team (8 people)

### About Us:

Edinburgh Remakery is an award-winning social enterprise & charity committed to reducing electronic waste and promoting sustainability through the repair, reuse, and responsible disposal of IT assets. We specialise in providing IT Asset Disposition (ITAD) services to organisations, helping them recycle, refurbish, and extend the life of their IT hardware. Our mission is to drive environmental impact by supporting circular economy initiatives, enabling individuals and organisations to reduce their carbon footprint and providing social value through our Tech Gifting Programme.

We are looking for an experienced **Tech Sustainability Manager** to join our team and lead the operations of our social ITAD processes, ensuring the efficient repair, reuse, and disposition of IT assets.

As part of our commitment to developing talent and fostering leadership within our organisation, this position offers a **unique opportunity for succession planning**, with the potential to evolve into the role of **Deputy CEO** for the right individual. This is an exciting opportunity for a dynamic leader to grow with the organisation and help drive both operational success and social impact at the highest levels.

### Job Overview:

The Tech Sustainability Manager will be responsible for **leading the Tech Team** and overseeing optimising and the daily operations of the IT Asset Disposition (ITAD) process, with a focus on repair and reuse of IT assets. This role will also have a key responsibility for **driving the financial sustainability of the business** by growing the **Tech Disposal Service for Business** to become the **leading social ITAD service within Scotland**. Additionally, the Tech Sustainability Manager will be responsible for **developing new products and services** to enhance and expand the organisation's environmental mission, ensuring it continues to grow in line with its sustainability and social impact goals.

A significant focus will be on developing and managing **e-commerce channels**, including platforms like **eBay**, to maximize the impact of refurbished products, generate additional revenue, and promote the enterprise's mission of sustainability. The role will also be responsible for implementing and maintaining key security frameworks such as **ISO 27001**, **Cyber Essentials**, and **ICO compliance**, as well as managing building maintenance, health and safety standards, and IT systems administration. Furthermore, the Tech Sustainability Manager will lead efforts to build new business partnerships to secure **tech donations** that contribute to the business's sustainability and mission.

This position offers a **unique opportunity** for growth and leadership development, with the potential to transition into a **Deputy CEO** role in the future.

### Key Skills:

#### Proven Track Record of People Management

- **Team Leadership and Development:** Proven success in managing teams. Effectively lead and develop the Tech Team, fostering a culture of accountability, collaboration, and continuous improvement.
- **Operational Management:** Experience in operations management, including overseeing the repair and refurbishment of IT assets and ensuring high-quality refurbishing standards.

#### Solution Focused

- **Strong Problem-Solving Skills:** Demonstrated ability to troubleshoot IT hardware issues and manage the repair process efficiently.
- **Innovative Thinking:** Proven experience in developing new products and services that align with sustainability and social impact goals. Ability to drive innovation within the ITAD and tech donation space.
- **Process Improvement:** Oversee repair and refurbishment of IT assets, implementing process improvements to enhance efficiency and reduce turnaround times.

#### Excellent Communication Skills

- **Client and Stakeholder Collaboration:** Work directly with clients to understand their ITAD needs, provide updates on the status of IT asset dispositions, and ensure customer satisfaction.
- **Partnership Development:** Actively build and manage relationships with corporations, NGOs, and other organisations to secure technology donations and support the organization's mission.

#### Technical Capability

- **Technical Expertise:** Strong knowledge of ITAD best practices, including secure data destruction, asset recovery, and compliance with environmental and data privacy regulations.
- **ISO 27001 & Cyber Essentials Implementation:** Lead the implementation, maintenance, and continuous improvement of ISO 27001 and Cyber Essentials

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frameworks. Ensure the company adheres to best practices in information security, risk management, and IT asset protection.

- **E-Commerce Development:** Develop and manage e-commerce strategies, optimising online sales channels such as eBay to increase impact and revenue.

#### **Desirable Skills:**

- Experience with certifications or standards related to ITAD (e.g ISO 27001).
- Knowledge of IT recycling and environmental sustainability certifications.
- Familiarity with industry-leading ITAD software or platforms for tracking and managing assets.

#### **Why Work With Us**

- **Make a positive impact** - Be part of a mission-driven organisation that prioritises environmental responsibility, and where your contributions have a direct impact.
- **Award-Winning Leadership:** Work under the guidance of an industry leader recognised for their visionary approach and outstanding achievements in sustainable development.
- **Sustainability at the Core:** Join a company that regularly receives accolades for its sustainable practices and engage in projects that focus on resource recovery, recycling, and eco-friendly innovations.
- **Community Engagement:** Participate in community outreach programs and sustainability initiatives and help educate the public about the importance of responsible e-waste disposal.
- **Clear succession planning** and professional development opportunities, including the potential for growth into the **Deputy CEO** role.
- **Flexible work arrangements** and a commitment to work-life balance.

#### **Normal work pattern will be:**

Monday - Friday 9.00am-5pm

37.5 hours per week (minus 30-minute unpaid break per day)

Proposed salary: Salary Band D1-F2, Starting Band E2 £35,468

#### **HOW TO APPLY**

To be considered for this job vacancy, please submit a **CV** and **covering letter** detailing your interest and suitability to the role to [hello@edinburghremakery.org.uk](mailto:hello@edinburghremakery.org.uk) marked for Attention of Katie McGhee, PA to the CEO

**Applications deadline: Sunday 9<sup>th</sup> February 11.59pm**

**Interviews will be held on Monday 17<sup>th</sup> February 2025. Second interview Wednesday 19<sup>th</sup> February 2025.**

**Start date: ASAP**

Edinburgh Remakery | Tech Sustainability Manager Job Description | 8<sup>th</sup> January 2025  
13A NewKirkgate, Edinburgh, EH6 6AD  
[www.edinburghremakery.org.uk](http://www.edinburghremakery.org.uk) | 07708 477 136 | [hello@edinburghremakery.org.uk](mailto:hello@edinburghremakery.org.uk)