



## **Part Time (21 Hours) Assistant Workshop Manager Job Description & Person Specification**

[£14,200 per annum/£13 p/hour + 18 days holiday +Pension+1 Development/wellbeing Day]

### **Background**

Grassmarket Community Project takes an innovative approach to providing sanctuary and support to participants many of whom are amongst the most vulnerable of our citizens. Through mentoring, social enterprise and education in a nurturing environment, the project develops skills enabling participants to develop to their full potential and reconnect with themselves, others and the wider community.

Our vision is to create an environment where people can realise their full potential and re-connect with themselves, others and the wider community.

- People feel valued and every person is given dignity.
- People feel cared about and can move towards independent living without feeling abandoned or isolated.
- People can be confident to trust and value their own decisions, overcoming a poverty of expectation and ultimately realising their own potential.
- People can build a life which reduces dependence on others, gaining self-reliance.
- There is a commitment to be involved with individuals, meeting and welcoming them within the local community.

Our project is based in the heart of the Old Town in Edinburgh, in the Grassmarket. We work with over 500 people a year and deliver on average 800 hours of support per month.

### **Woodwork**

Grassmarket Furniture is our oldest and most established social enterprise. We supply furniture commissions to a wide range of customers from the private, public and third sector and to private individuals. Most of our furniture is made using recycled wood, mostly church pews which we collect from all over the UK, as well as local sustainably sourced timber from windfall tree or trees felled for development. We make anything the customer requires from lamps, award trophies, chopping boards to shop fits, bars and dining room sets. Our prices have ranged from £20 for a candle holder to £5,000 for one table. Our woodwork turnover exceeds over £100k a year and supports a range of vulnerable adults, around 60 a year, who volunteer daily or once a week or are paid apprentices (completing SQA's) or people on supported employment.

## **Assistant Workshop Manager**

We are looking for an enthusiastic and reliable Assistant Workshop Manager who can contribute to the production of furniture and training of beginner level woodworkers, for our flagship social enterprise. Candidates must have a joinery or cabinet-making qualification, or equivalent on the job training, and experience in a professional joinery workshop.

The workshop is staffed largely by trainees and volunteers who are vulnerable adults. Candidates must have experience, or be able to work with people from all walks of life, have empathy for colleagues with support needs, and a willingness to listen and learn with a compassionate and non-judgemental attitude.

### **Duties will include:**

- Support of vulnerable individuals.
- Manufacturing of commissioned furniture.
- Teaching of basic woodwork, furniture making skills, health & safety and general life skills.
- Keeping a safe workshop at all times.
- Working with current customers, co-managing order book and priorities.
- Help with sourcing recycled timber, and reprocessing this for furniture production.

### **Person Specification**

#### **Essential:**

- **Have a recognised woodworking qualification, or demonstrable experience of working in a woodwork profession.**
- **Experienced using industrial woodwork machinery.**
- **Knowledge of health and safety procedures in a workshop environment.**
- **Knowledge of both traditional and modern furniture manufacturing techniques, and be able to manufacture furniture unsupervised to a high standard, with good attention to detail.**
- **Be able to meet the demands of customers, and have excellent customer services skills.**
- **Demonstrable creative skills, and ability to apply creative thinking to designing and making furniture, mainly using recycled wood.**
- **Empathetic and adaptable to the support needs of vulnerable adults.**
- **Be caring, compassionate and interested in people and developing them to their potential.**
- **Physically able to assist with manual working procedures, including using tools, and manual handling of heavy objects.**
- **Willingness to travel, and work on-site to assist with the installation of furniture and collection of materials throughout the UK.**
- **Be friendly, warm and welcoming with a great sense of humour.**
- **Be reliable and dependable.**

**Desirable:**

- Experience teaching woodwork skills to beginner and intermediate level trainees.
- Flexible attitude, and open-minded to assisting other areas of the project as required.
- Have competent business skills.
- Have a clean driving licence.
- Experience with CAD, and CNC for laser engraving.

**Terms and Conditions**

- **21 hour a week contract – 3 days –9am to 5pm**
  - **18 days per annum annual leave (+ 1 day per additional year of employment)**
  - **1 additional day paid Personal Development.**
  - **Annual salary of £14,200 plus 3% pension contribution after probationary period of 3 months**
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**TO APPLY:**

**Submit you CV (with photographic example of your work but no more than 4 pages total)**

**Plus, a personal statement stating what you will bring to this post (on 1 page) to:**

[Jon@grassmarket.org](mailto:Jon@grassmarket.org)

**By Monday 1<sup>st</sup> November 12pm**

Note: Interviews for shortlisted candidates will be held on: **Wednesday 10<sup>th</sup> November - please inform us if you can't attend this date.**