**Community Gift Exchange Role Description - Part Time**

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| Role Title: | CGX Restoration Works Supervisor | | |
| Employment Basis: | Paid Employee – Temporary Contract, 1 year | | |
| Relationship to the CGX Mission and Purposes: | To contribute to CGX fulfilling its mission and purposes through delivering a safe, educational and productive CGX Restoration Works workshop that generates income and helps CGX volunteers to overcome barriers to employment and social inclusion, by providing quality workshop training opportunities and experience. | | |
| Responsible to (Line Manager): | CGX Retail Operations Manager | | |
| Work Location: | CGX Restoration Works, Kyle Centre, Ayr, or future premises in the Ayr area. | | |
| Time commitment: | Part-Time  Between 15 and 18.5 hours per week, depending on availability of successful candidate.  This role has the possibility of weekly hours increasing or becoming a full time post in the future if the successful candidate is available and there is funding. | | |
| Role description: | The CGX Restoration Works Supervisor is responsible for supervising the CGX Restoration Works furniture workshop. This includes the operation, supervision, training and resourcing of volunteers and trainees to gain workshop skills and experience, as well as confidence and social inclusion, through the refurbishment and upcycling of antique, vintage and contemporary furniture. The Supervisor is also responsible for the health and safety and maintenance of the workshop and stock warehouse facilities and equipment. | | |
| Main tasks: | * Training, supervision and social inclusion of Restoration Works workshop volunteers and trainees. * Oversight and implementation of workshop HSE policy and practice:   + Safe use of Work Equipment, PUWER 1998, L22 (4th Edn),   + HSE Approved Code of Practice - Safe Use of Woodworking Machinery - Provision and Use of Work Equipment Regulations 1998 (as applied to woodworking machinery) Leaflet L114 (2nd Edition 2014). * The co-development and delivery of a CGX Restoration Works modular training syllabus comprising modules in: workshop essential skills; basic inspection and repair skills; traditional refurbishing skills; contemporary upcycling skills; and materials recycling. * Supervision of the Restoration Works warehouse and stock. * Overseeing the recording and sorting of incoming goods and their subsequent processing, including item Gift Aid tracking:   a. A for Assemble and clean;  b. B for Basic finishing and repairs;  c. C for Complete refurbishment;  d. D for Dismantle for parts and materials recycling;  e. E for Electrical items Portable Appliance Testing, functional check and preparation for sale. | | |
| Required skills, qualities and experience | * Competent in the safe and proficient dismantling, refurbishing and rebuilding of non-electrical household furniture. * Competent implementation of Workshop HSE policy and practice. * Competent in the design and delivery of workshop training. * Competent in the effective supervision of volunteers and trainees. * Pro-active, Innovative, Adaptable, Reliable. * Approachable, amenable, and able to build rapport with potentially vulnerable volunteers and trainees with barriers to employment. | | |
| Training and support available: | * Training in instrument restoration techniques (Pianos/Guitars) * Leadership and Coaching skills training. * CGX Lean Continuous Improvement training. * Management of Health and Safety at Work, including COSSH. * Emergency First Aid at Work training. | | |
| Any other Requirements | * Awareness and acceptance of CGX vision, values and purposes. * Adherence to CGX policy and practise. | | |
| Recruitment process: | CGX Job Description, Job Advertisement and Application with examples of Work, Workplace Skills Demonstration, Interview, Board Selection, Offer of Employment subject to PVG Disclosure. | | |
| Date role created: | 20/06/2022 | Created by: | CGX MD |
| Date reviewed: |  | Reviewed by: |  |

Role: Furniture Restoration Workshop Supervisor

Salary: £23,230 pro rata.

Social Enterprise and Registered Charity, Community Gift Exchange, is looking for a skilled and experienced Furniture Restoration Workshop Supervisor to train volunteers and job-seekers in the transferable skills of good workshop practice and the specific craft of furniture repair and refurbishment for resale.

The CGX Restoration Works comprises: a woodworking machine workshop; an assembly, surface cleaning and finishing workshop; an upholstery workshop (currently chair seat pads but with potential for seat cushions if an associated sewing capability is developed into a fabrics workshop); and a stock warehouse. The Furniture Workshop Supervisor will liaise with the Operations Manager to receive and sort the incoming donated furniture and supervise volunteers and trainees in the reassembly, repair, refinishing, refurbishment, repurposing or recycling of antique, vintage and contemporary furniture including tables and chairs, sideboards and bedroom furniture.

The Supervisor role includes:

* Training, supervising, and providing a positive and inclusive social environment for workshop volunteers and trainees.
* Oversight and implementation of workshop Health and Safety policy and practice.
* Processing of the donated furniture stock and its preparation for resale, from cleaning to complete refurbishment and storing or dismantling for recycling as appropriate.
* The co-development and delivery of a training syllabus comprising modules in: workshop essential skills; basic inspection and repair skills; traditional refurbishing skills; contemporary upcycling skills; and materials recycling.

Applicants for the role will be:

* Knowledgeable and experienced in the design eras, manufacturing techniques and surface finishing methods of antique, vintage and contemporary wooden furniture.
* Qualified and competent to safely operate, train and supervise others in a woodworking machine workshop (familiar with the HSE Approved Code of Practice - Safe Use of Woodworking Machinery - Provision and Use of Work Equipment Regulations 1998 (as applied to woodworking machinery) Leaflet L114 (2nd Edition 2014).
* Approachable, amenable, and able to build rapport with and between volunteers and trainees, especially those who may be vulnerable or have barriers to employment, and to be aware of and sensitive to volunteer and trainee individual needs, adapting training to individual abilities. Must be PVG cleared to carry out regulated work with vulnerable adults.
* Pro-active, innovative, adaptable, reliable - attributes required to supervise and improve our current activity in former retail units, but also to play a lead role in the planning, fitting out and relocating into our future industrial premises.
* Liaising with CGX Logistics Works Staff, volunteers and trainees and associated van(s), overseeing the collection of donations; relocation of goods between individual CGX or local recycling facilities; and delivery of sold goods.

Community Gift Exchange SCIO is an Ayr based employability, inclusion and environmental charity with a vision to see thriving community in the heart of Ayrshire! Our mission is to equip local volunteers to share the gifts of their time, skills and expertise to help people with barriers into sustainable employment, by working together on projects of benefit to the local community. We collect donations from our supporters, sorting and preparing them for resale in our charity shops, using the funds to provide inclusive employability and skills training opportunities throughout the organisation, especially in our furniture, bike and electrical appliance workshops. We need a core team of paid supervisors to sustain the operation but we also greatly value the contributions of skilled and experienced volunteers to continually improve our activities and their beneficial impact. Let us know how you might like to join in!