

Job Title	Workshop Technician & Caretaker	Salary Grading	£24,960 (£12/h) + pension	Status	1yr Fixed
Reports to	Mark Burgoine (Workshop Tutor)	OR (Active Christian Faith)	No	Work pattern	Fulltime (40hr week)
Job	This role exists to help facilitate the smooth running of the workshop and keep the Social Justice Hub and Church site, tidy & well maintained				
Key Responsibilities		Experiences and Qualifications		Job Dimensions	
<p>Space4Makers Workshop:</p> <ul style="list-style-type: none"> • Opening up and locking up after groups • Preparing the workshop for groups and clearing up afterwards • Preparing materials for workshop sessions • Helping facilitate activities and sessions in the workshop alongside the workshop tutors or volunteers • Producing products and samples using the machine tools • Maintaining workshop records • Organising and safely storing equipment; tracking stock levels; ordering stock and receiving and putting away deliveries • Learning new skills (training will be provided). • Driving the van to collect wood, furniture, supplies, etc • Helping with Homebank and Foodbank driving as required • Wearing the uniform and personal protective equipment provided at all times whilst on company business • Maintaining the high standards of conduct and behaviour expected by the charity • Maintaining & complying with all health and safety directives and procedures • Adhering to the company's policy on the misuse of drugs or alcohol in the workplace • Reporting to the Manager any personal difficulties that might affect the work or the company's reputation • Any other reasonable duties specified by the Manager <p>Social Justice Hub and Church site maintenance:</p> <ul style="list-style-type: none"> • General maintenance jobs around the site • Decorating jobs as required • Keeping the gardens neat and lawns mowed • Emptying the bins and recycling – putting out ready for collection • Opening up for events and contractors, and ensuring the site is left clean and tidy and locked securely • 3hrs per week of this role will focus on church site maintenance and garden upkeep 		<p>Person Statement</p> <p>An enthusiastic, positive, flexible, polite, approachable person, who has integrity, is honest and reliable. Someone who is committed to the Christian ethos of the charity and has compassion and empathy for the people the Foodbank serves, and has a good understanding of the work of Foodbanks across the UK.</p> <p>Key Skills, Experiences and Qualities</p> <p>Essential - Someone who:</p> <ul style="list-style-type: none"> • Has proven woodworking skills • Has experience in the safe use of power tools and hand tools • Has good communication skills • Is well organised and has excellent IT and computer skills • Has general site maintenance skills and experience • Has gardening experience and skills • Is disciplined and able to work effectively under direction, on their own, and as part of a team • Is able to build appropriate relationships across a wide age range; responding sensitively to the needs of our wider community • Is able to drive and has their own car • Is physically fit & able to safely load and unload the van and carry food stock, HomeBank resources and workshop materials • Has a good awareness of safeguarding, COSHH, health and safety regulations and risk assessments • A minimum of GCSE or equivalent qualifications <p>Desirable</p> <ul style="list-style-type: none"> • Has experience of using machine tools (ie. lathe, band saw, table saw, spindle moulder, drill press) • Is confident in demonstrating workshop techniques and machinery to children & adults • Caretaking experience • Experience of working with children & young people • Experience of training or coaching others • Using CAD & CNC laser machines • Clean driving license • Experience of driving a van • First aid training 		<p>Team</p> <p>The Bristol North West Foodbank has a dedicated team of staff and volunteers who work in close partnership with local churches, schools, businesses and individuals to support those facing times of hardship. The Space4Makers workshop is a new part of our work which aims to help reduce social isolation and develop skills for life and work.</p> <p>Key Relationships</p> <p>Staff wide</p> <ul style="list-style-type: none"> • To be a fully participative member of the staff team: attending weekly staff meetings and to play your part in building excellent working relationships • To meet regularly with your line manager to help reflect on, and manage your workload; to structure the pattern of your normal working week; and to plan targets • To build an excellent working relationship with volunteers and staff and be proactive in serving the practical needs of the foodbank • To build positive relationships with the members of the general public, school staff, children and young people who use the foodbank and church facilities <p>Role Specific</p> <ul style="list-style-type: none"> • To develop an effective working relationship with the workshop volunteers & staff • To work with team leaders and the workshop tutors to build a positive sense of team • To build a great working relationship with church leadership team & church members • Form positive and safe relationships with the children, young people and adults who attend to sessions in the workshop • Establish good working relationships with contractors and builders carrying out works on site • To collaborate with the Foodbank Safeguarding Officer to ensure the efficient implementation of the Safeguarding policies and procedures <p>Working Pattern</p> <ul style="list-style-type: none"> • This is a full-time 40hr/wk role which will normally be Monday to Friday daytimes, with one or two evenings/per week to help with evening classes • Occasional Saturdays will also be required 	