# Workshop Coordinator

The workshop coordinator reports to the Board of Directors and the Workshop Lead.

They support the Board in its goals to run a safe workshop, support members and the wider community.

The role will develop so the coordinator is able to run workshop sessions, (with training).

The role will start at 2 sessions a week and increase to four in time. Sessions currently run 10:00 to 15:00 on a Tuesday & Thursday.

**General Duties**

#### Welcome new members into the workshop, and carry out the members’ induction.

* Keep the workshop clean and tidy
* Help maintain equipment
* Monitor consumables and request supplies when needed
* Liaise with board of directors over any issues
* Help the session supervisors run the workshop sessions
* Help ensure the safety of members
* Liaise with community groups with project requests
* Plan community project workload and ensure all necessary paperwork is completed
* Help identify and monitor Upcycling furniture to be repaired and upcycled
* Encourage members to take part in community projects
* Help promote work done by photographing completed projects.

#### Specific Duties

New members

* + Ensure new members are made to feel welcome
  + Carry out basic tour of facilities
  + Supply members with membership form and be able to explain the role of the Shed
  + Carry out the supplied basic induction training to all new members
  + Ensure the more vulnerable members are supported well.

Workshop

* + Ensure the workshop is kept clean and tidy (it is members responsibility to clean up after themselves at the end of their session)
  + Help maintain equipment with the maintenance lead and workshop session supervisors
  + Gain a working knowledge of the machinery with the aim to lead workshop sessions
  + Monitor consumable usage and ensure stocks do not run out
  + Identify any consumables and materials needed for any member request, and/or reserve materials in stock
  + Keep records of attendees and their financial contributions to workshop usage per session
  + Process any tool and equipment donations. Are they to be kept, repaired and refurbished, sold or passed on
  + Work with any Upcycling volunteers who need to use the workshop
* Gain a working knowledge of the HSE Approved Codes of Practice for working with machinery.

Community projects

Shed projects

* Seek and arrange member support for project workshop session depending on work to be done
* If project is off site arrange date and times
* Ensure all equipment, consumables, volunteers are available in advance of the day
  + If off-site arrange collection of any items needed on the day and ensure they are all returned.
  + Ensure pictures are taken of any work carried out, specifically before & after shots
  + Promote work undertaken. Work with the Media Lead
  + Ensure customer satisfaction.

Upcycling Projects

* + Liaise with Showroom manager to identify furniture to be upcycled
  + Encourage members to take part in refurbishment
  + Ensure work is done to a high enough standard and in a timely manner.

#### Qualities

* Dedicated to the organisation’s cause and objectives
* Inquisitive and self-motivated
* A good communicator, patient and approachable
* Willing to be trained and learn basic machine maintenance and repair.

#### Qualifications

Educated to at least GCSE level, with a basic knowledge of word and excel.

Minimum age of applicant is 18, in line with the HSE Approved Codes of Practice.

Notes:

The workshop is based in The Forest Upcycling Project warehouse in Cinderford, so any work is carried out in accordance with their company policy as well as The Shed’s.

Quality of items made and repaired for sale/public use:

This work is not undertaken lightly. All worked must be carried out following the 2-man rule – if one person makes or designs an item another person must review it to ensure it is fit for purpose. Wherever possible members work in groups.

* We encourage a workshop where everyone can have an opinion
* We recognise everyone has a voice and will be listened to
* We recognise that everyone has different abilities and experience and we must make use of that.