

# B&H Wood Recycling Job Description



**Post Title:** Workshop Manager (job-share)

**Salary (October 2023):** £29,120 FTE; £14 p.h. (days/hours set in contract)

**Location:** BHWRP Brighton (Edward Street)

**Reporting to:** Chief Executive Officer (CEO)

**Responsible for:** Workshop Session Supervisors, Training Workshop Facilitators, Trainees and Volunteers

## Overall Purpose of the Post

To manage safe and efficient carpentry workshop(s) and undertake session supervision; designing and building commissions; ensuring fulfilment of retail orders for furniture and cutting. Developing commercial opportunities for business-to-business trade. Developing training workshops, managing providers and bookings. To take responsibility for managing any *Workshop Session Supervisors* or *Training Workshop Facilitators*; training and supporting workshop volunteers and trainee placements. To be responsible for Health and Safety compliance, maintenance of tooling, stock control and material orders.

## Division of Responsibility Within the Job-share

Lead Workshop Manager for Product and Business Development (P&BD)

Lead Workshop Manager on Workshop Development, Maintenance, and Health & Safety (WDMH&S)

## Main Duties and Responsibilities

### Product and Business Development

1. Design and cost products and commissions, ensuring they can be completed within the budget and time frames - P&BD
2. Develop commercial opportunities for business-to-business trade, especially in the hospitality sector (soft fit-outs), public facing, construction, and other sectors where commercial customers can be facilitated to *buy green*. Build and develop new relationships, manage clients, tender for bids, manage and quote from leads, price and project manage jobs to completion, working with relevant staff - P&BD
3. Working with the *Marketing Co-ordinator* and *Training Workshop Facilitators* and the office of the *Chief Executive Officer (CEO)*, manage the development, marketing and delivery of training workshops; continuing to improve offerings and range ensuring relevance based on current market research - P&BD

### Carpentry Workshop

1. Manage the carpentry workshop(s), working as a *Session Supervisor*, working with volunteers and trainees, some of whom are vulnerable adults - both
2. Manage *Session Supervisors* - both
3. Work with the *Collections and Retail Teams*, ensuring timely fulfilment of commissions and retail orders for furniture and cutting, ensuring excellent business logistics and customer support - both

BHWRP, Ground Floor, Oakley House, Edward Street, Brighton BN2 0BA

4. Help support the day-to-day timber store and logistics operations - both

### **Staff, Volunteer, and Trainee Management**

1. Working with the *Volunteer Co-ordinator*, and *Session Supervisors*, support and develop volunteers and placements within our workshop team - both
2. Working with the *Volunteer Co-ordinator*, and *Session Supervisors*, ensure volunteer induction and training is delivered, compliant and properly recorded - both
3. Promote a harmonious environment ensuring individuals are motivated and encouraged to engage with the organisation - both
4. Support and maintain safe and efficient working routines and practice - both

### **Health & Safety**

1. Oversee the Health & Safety regime in the workshop(s), recording findings, ensuring the environment is clean, safe, and efficient and advising the *CEO* of any concerns, positive developments, and the improvement of policy and procedure - WDMH&S
2. Encourage input from staff and volunteers as to appropriate Health & Safety developments and ensure these are shared with the *CEO* for the development of policy and procedure. Undertake the necessary risk assessments to keep the workshop safe - WDMH&S
3. Ensure stock and chemicals are stored, documented and moved safely and inline with regulations, minimising the risk of injury to people, products, and property - WDMH&S
4. Regularly check tools and equipment, noting any defects and reporting these to the *CEO* - WDMH&S
5. Ensure safeguarding policies, and any other precautionary policies, are observed - both
6. Maintain the workshops in a safe, clean condition to maximise safety - both
7. Ensure a safe working environment where volunteers and placements are able to engage and contribute in a safe, friendly, and effective manner - both
8. Ensuring the volunteers meet the BHWRP Code of Conduct and Health & Safety requirements - both

### **Stock Control & Maintenance**

1. Ensure good administration and control of stock, consumables, and tools - WDMH&S
2. Work with the *CEO's Office* to manage purchase ordering and cost control - WDMH&S
3. Manage the development of the work, maintenance, and replacement of tools, equipment, PPE, and first aid supplies in the workshop - WDMH&S

**Other Responsibilities**

1. Be flexible in working days, being prepared to work at weekends, on occasion, in support of company objectives.
2. Carry out any other tasks within the general remit of Terms and Conditions as required by the Board. Attend occasional training, conferences, or meetings outside normal working hours.

# Person Specification

Personal Qualities	Essential	Desirable
An innovative thinker who is able to think strategically about business development, listening to others and incorporating their ideas as relevant	✓	
A highly organised, creative yet organised individual	✓	
A good understanding of green issues and sustainability	✓	
Inclusive and welcoming of people from varied backgrounds	✓	
Able to lead and inspire the team, and work in partnership with team members who have strong ideas	✓	
Willingness to work flexible hours	✓	
<b>Skills and Experience</b>		
Experience of business to business commercial relations and networking leading to income generation.	✓	
Experience and ability to network, building awareness and partnerships	✓	
Proven management skills with demonstrable experience at equivalent levels of responsibility		✓
Experience of staff management including appraisals and mentoring with a co-operative management style		✓
Demonstrative experience and a good level of skills as working as a carpenter or other woodwork professional	✓	

Excellent communication skills	✓	
Experience of working with volunteers, some of whom are vulnerable adults		✓
Experience working in a green business and/or in the green sector		✓
Knowledge of health & safety	✓	
Experience working in a busy business environment, co-operating with other teams for efficient output and good customer service	✓	
Experience and competence in stock control, purchasing and budgetary compliance	✓	
Competence in IT, using Microsoft or Google software, email, website updates, Computer Aided Design (CAD) skills, etc.		✓