

JOB DESCRIPTION

Job Title: Workshop Technician, The Snowdon School of Furniture (Highgrove)

Salary: £22,000 -£24,000 pro rata, depending on experience

Contract: Part-time role/3 days per week

Reports To: Furniture School Manager, Highgrove.

Location: Highgrove, Tetbury, Gloucestershire, GL8 8TQ and occasionally at other venues when required.

The King's Foundation

The King's Foundation provides holistic solutions to challenges facing the world today. We champion a sustainable approach to how we live our lives and build our communities, we run a diverse programme of education and training for all ages and backgrounds, and we regenerate and care for places where communities thrive and that visitors enjoy.

We work nationally and internationally but at the heart of our organisation is the heritage-led regeneration of the Dumfries House estate and its wider community, where our principles and philosophies are explored and put into practice.

The work of The King's Foundation is inspired by our Founder and President, His Majesty The King, and his philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future.

We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work.

We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments.

We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

Highgrove

Located just on the edge of the Highgrove estate, Highgrove Traditional Crafts includes Barley Court, a 17th century Cotswold farmhouse, which houses the textile studios, and Street Farm housing the Snowdon Furniture School with bespoke workshops for furniture making. At this location we also have stonemasonry and related crafts studios. Highgrove Gardens provides context and inspiration for students who spend time here, learning new skills.

At Highgrove, the focus is on providing residential courses which support industry skills provision, aimed at postgraduates or early career changers. We also offer short workshops as part of our public programme for beginners and intermediate level and community focused activities. We collaborate with partners and organisations that share our ethos.

The Role

To support this unique skills-based Furniture School providing technical support, ensuring health and safety in the workshops, helping to prepare teaching materials and ordering resources. The Workshop Assistant will work across the educational programme of short and long courses, helping support the delivery of dynamic modes of study for a range of groups and abilities. They will support the Furniture School Manager and visiting tutors to prepare and deliver an exceptional learning experience for our students.

Our flagship programme Create - Rethinking Wood for Furniture, runs residentially for a 16-week period from September through to January. The workshop assistant will be involved in supporting the delivery of this, assisting postgraduate students to realise their design. The Create Programme, with its focus on sustainability, will help students take their next step into employment. A key aspect of this programme is the intensive, inspirational teaching, which is led by a different guest tutor each year, together with a range of visiting furniture makers and designers, sharing their expertise.

We are looking for a proactive person with excellent practical and interpersonal skills to ensure our workshops operate smoothly and to the highest health and safety standards. The ideal candidate will enjoy practical work, have a background or skillset in furniture or woodworking, be well organised, personable and confident. Candidates may also be asked, on occasion, to work with other team members and help maintain other areas of the site.

Key Responsibilities

- Responsible for the general housekeeping of the Furniture School workshops.
- Oversee and maintain workshop machinery, materials, and tools.
- Maintain and implement risk assessments supporting colleagues within the school to meet health and safety requirements
- Assist students as directed by the Furniture School Manager and visiting tutors.
- Assist in the ordering of teaching materials and equipment, maintaining stock levels of consumables.
- Checking deliveries and ensuring effective storage
- Liaise with staff to prepare teaching sessions and support the tutors during workshops.
- Attend relevant team, course or CPD meetings, training sessions or courses as required.
- Service and maintain fixed machinery and work with external contractors to respond promptly to repair requirements.
- Ensure relevant checks are made and documentation in place for tools, equipment and materials used accordance with Health and Safety and Welfare requirements (PAT testing, COSHH, risk assessments etc.).
- To ensure all records and documentation associated with the role is stored in a secure and organised format.

Events

- Work with the Highgrove team in the delivery of events where relevant.

Safeguarding Adults and Children

- Work in accordance with the Foundation's Adults and Children's Safeguarding Policy during open days and at all other events when necessary.

Health and Safety

- Implement the delivery of the Foundation's health and safety policies and procedures in providing a safe working environment for students, tutors, staff and visitors with particular attention to the furniture workshop machinery.
- Work with students, staff and self-employed tutors, facilitating their understanding of creating a safe environment for the delivery of programmes.

Data control

- Ensure all sensitive data is kept according to the Foundation's Data Protection Policy

Personal Specification

- Effective time management, prioritisation and planning skills.
- Excellent client / student interface skills and verbal communication skills.
- Forward thinking and able to anticipate and overcome problems.
- Proven ability to work independently as well as excellent team working skills within the wider organisation.
- Ability to build a rapport with individuals at all levels and to represent The King's Foundation in the workshop and events and in the wider community.
- A professional attitude, willingness to help and an ability to remain tactful.
- Self-motivated, energetic and enthusiastic and reliable under pressure.
- Highly organised with a creative outlook.

Skills and Experience

- Relevant furniture/woodworking skills and have good practical ability and willingness to develop that knowledge.
- A passion and interest in the development of furniture making skills championing the use of UK grown timber and sustainable approach
- IT skills including Word, Excel, PowerPoint and database management.
- Have a positive outlook and ability to embrace change and achieve quality in all aspects of the role.
- Have a desire to see all learners succeed and progress.
- Be confident in enforcing workshop health and safety.
- Demonstrate a genuine understanding and commitment to Equality and Diversity in practise and be sensitive to student, staff and stakeholder needs.
- GCSE Maths and English at Grade C or higher, or an equivalent Level 2 qualification.

Desirable skills:

- Experience in a furniture making workshop or in an academic environment as maker or a technician.
- Hold or be willing to work towards wood machining qualifications
- Hold or be willing to work towards a First Aid qualification.
- Have a good knowledge of relevant Health and Safety Regulations and/or hold a relevant qualification.

Additional Information

Hours of work: 3 days a week, 9:00 -17:30 (or equivalent hours). Weekend and evening work will be required.

Appropriate use of the workshops for personal practice in furniture making is available for the successful candidate, at the discretion of the Furniture Manager.

Please note a satisfactory disclosure check will be required.

Closing date for applications: 12 noon Friday 16th February 2024

Interviews at Highgrove: Tuesday 27th February 2024

Start date: Tuesday 2nd April 2024 (or earlier)