



Job Description: Design & Production Technician

The Workshop is a manufacturing social enterprise, making a range of products whilst providing work experience and training opportunities to people in Highland Perthshire, with a particular focus on those under 25 or facing additional barriers to employment.

Hours of work: 21 hours (3 days). These can be worked relatively flexibly (by mutual agreement) within Workshop opening hours (0900 – 1700 Monday – Friday). There could be potential to increase hours over time.

Reporting to: Roger Sutton, Woodwork Instructor

Primary duties:

- Graphic Design. Familiarity with Adobe creative suite or CAD software would be beneficial, but not essential as training can be provided.
- Product design and manufacture. Practical woodwork experience would be beneficial but not essential, as training can be provided
- Working alongside adults and young people attending The Workshop for training and work experience. Some have additional support needs of varying nature.
- Working within Workshop processes, utilising digital and paper job management systems.

General responsibilities:

- Working within the guidelines and protocols defined in The Workshop risk assessments.
- Keeping the work area clean and tidy and free from trip and fire hazards etc
- Assisting with other Workshop operations where necessary.
- Reporting any accidents or near misses to the line manager

Skills required for this role

As we are a small team, the most important factor is being a good fit for The Workshop. You should have an understanding of, and empathy with, our social objectives of supporting people (including young people and those facing additional barriers to employment).

Whilst design and manufacturing experience would be helpful, it is more important to have an appreciation of good design and a willingness to learn, with a 'can do' attitude. We are happy to help the right individual gain more skills in this area, or work with someone with experience, from either a creative or a practical background. The right attitude is key!

Other required skills:

- Organisation and workflow management
- Attention to detail
- Internal communication, combination of written and verbal
- Some external communication, primarily telephone and email (requirement for this will depend on experience level)
- Digital competency (Microsoft office) and numeracy
- Ability to work independently within a small team and manage own workload

Other information

- The role will be based in our office in Aberfeldy
- Full-time holiday allowance is 30 days (pro rata)
- Rate to be agreed, depending on experience (minimum is Real Living Wage, currently £12.60 per hour)
- 3 month probation period, during which we will run a PVG check to ensure your suitability for working with vulnerable individuals
- Training and support can be offered

If you are interested please look at our website <https://www.theworkshopaberfeldy.org/> to find out more about us.

If you wish to apply for the role then please send your CV and an e-mail outlining why you are interested to: vickykirkland@theworkshopaberfeldy.org

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