



Job Title: Workshop Technical Assistant (Kickstart Scheme)
Location: Blackhorse Workshop, 1-2 Sutherland Rd Path E17 6BX
Start Date:
Number of hours per week: 25.5
Working pattern: 9.30 - 18.00 Mon, Tues, Weds with a 1 hour paid lunch break
Closing date for applications: 7th June 2021
Start date: 5th July 2021
Hourly rate: £10.85 (London Living Wage)
www.blackhorseworkshop.co.uk

The Kickstart Scheme is specifically for young people between 16 and 24 years old, currently out of work and claiming Universal Credit.

Please ensure you speak to your job centre work coach before applying for this role.

Blackhorse Workshop is an open access public workshop providing access to tools and machinery for our members; both professionals working in the creative industries, and hobbyists keen to develop their making skills. Specialising in wood and metal equipment, we also run courses, training programmes for young people and special one-off cultural projects. We aim to support people to make a living doing what they love, open up the benefits of making and bring people together.

The role is part of the government's new Kickstart Scheme and will support the running of this busy social enterprise. In this position you will get a chance to build key technical skills and working knowledge of wood and metalwork machinery and gain an insight of ways into working in the Creative Industries. Working with a small staff team, you will be supported to learn new skills and gain hands-on experience in a friendly and welcoming environment.

Role description

- Meet & greet Workshop members – making sure people feel welcome in the space

- Check members are using equipment safely and correctly
- Member support with information and advice
- Machine responsive repairs
- Prepare spaces for evening classes, outreach sessions etc
- Assist with cleaning, extractor maintenance and keeping Workshop clean, tidy and well-organised
- Order basic consumables
- Assist with fire alarm checks
- Deal with material deliveries
- Course & induction materials preparation
- Contribute to delivery of events and research & development for external projects

Essential skills, experience and qualifications

- An interest in, and commitment to, the work of Blackhorse Workshop.
- Evidence of an interest in wood or metalwork
- Positive and enthusiastic with the ability to both work on your own and collaboratively with a team.
- Personable, with ability to deal calmly and confidently with the public and confidence in communicating to a range of different people.

How we will support you

You will have a dedicated manager who will train you in your role, making you workplace ready for future opportunities. This will include working directly with the public, developing good communication skills in responding to and dealing with enquiries, connecting with other members of the team both online and in-person and working on group projects.

We will also ensure you receive:

- Clear expectations of your role and responsibilities
- Weekly catchups with your manager
- Participation in company wide team meetings
- Connection with users of the workshop building relevant networks for future job hunting
- Advice on interview techniques, advice on making applications, and developing your CV
- A personal training budget to support your particular needs.

We actively encourage applications from people of all backgrounds, especially those currently less represented in our organisation and the arts industry. We are particularly

interested to receive applications from people from Black, Asian and ethnically diverse backgrounds, those who identify as deaf and disabled people, and neurodiverse people.

We are happy to make reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

To Apply:

Please contact your Job Centre Work Coach, and email us at info@blackhorseworkshop.co.uk to register your interest.