



## Technician

### Job description and Person specification

**Salary: £8,985 for 15 hours a week (full time equivalent £22,425)**

**Plus 4% pension**

**Fixed term May 9<sup>th</sup> 2022 - 31<sup>st</sup> March 2023 (likelihood of extension, funding dependent)**

**Job Purpose:** Managing and maintaining our workshops, supply chain and machinery at our recycling and upcycling hub at The Deep End. Responsible to Rags to Riches Manager

### Duties

- Managing Health and Safety inside our workshop spaces. This includes drawing up risk assessments for machinery and activities as well as maintaining and updating existing paperwork.
- Volunteer and facilitator inductions for spaces and machines.
- Inspection and maintenance of machinery and equipment in our plastics, textiles and woodworking workshops. Fault finding and repair knowledge would be desirable. Some of our Precious Plastics machines may need assembly at certain points of the project.
- Machine maintenance record keeping.
- Stock taking and purchasing. This includes the purchase and storage of all consumables and bought equipment, and ensuring that we have enough stock to host workshops.
- Ensuring that our woodworking and plastics spaces are tidy and suitable for public access, this includes preparing spaces for workshops and tours.
- Updating and managing our workshop spaces.
- Preparing and sourcing materials for workshops.
- Overseeing bench rental service.
- Some evening and weekend work may be required.

### Personal Specifications

- Experience managing workshop spaces and maintaining machinery.
- Some knowledge of Precious Plastics machinery.
- Proven experience of working as part of a team, as well as using your own initiative.
- Ability to utilise the organisation's I.T packages to manage workload and organise spaces.
- Ability to work with members of staff and volunteers.
- A passion for the environment and the circular economy.
- Good communications skills, verbal and written.
- A full drivers licence is required.