



Camphill Milton Keynes Communities

Job description

Job Title:	Tools and Upcycling Workshop Coordinator
Reports to:	CMKC Day Services Manager
Hours of work:	37.5 hours per week
Salary:	£22,000 - £24,000per annum (depending on experience and qualification level). Appointment will be subject to a six-month probationary period.
Place of work:	Camphill Milton Keynes Communities Ltd. (CMKC) As a Camphill Milton Keynes Communities employee you will be working in partnership with the Tools for Self-reliance workshop.
Annual leave:	22 days plus Bank Holidays per annum with increases dependent on length of service.
Purpose:	Overall day to day management of the Tools and Upcycling workshop; supporting service users (adults with learning disabilities and autism), staff and volunteers. To plan and manage a variety of upcycling projects including working on behalf of Tools for Self-Reliance to refurbish donated tools.

Key Responsibilities:

- To provide and maintain a safe, secure and healthy working environment for residents with learning disabilities, staff and volunteers, in accordance with CMKC policies and procedures.
- To ensure a high standard of work is maintained in the workshops and carry out periodic health and safety checks as required.
- To ensure that any equipment and machinery used is maintained, used and stored correctly and safely.
- Dispose of faulty and damaged equipment in line with national, local and CMKC current disposal systems.
- To provide training and support and supervision for staff, volunteers and residents relevant to the workshop.
- To plan and prepare projects for each individual and in groups according to their abilities.
- To ensure that daily tasks are set for all residents and staff on an ongoing basis.



- To liaise with Tools for Self-reliance to gain an understanding of the projects to be carried out in the workshop on their behalf.
- To liaise with CMKC workshops and other local charities and businesses to enhance activity through shared projects.
- To work on whole Camphill Community projects focussing on celebrations and inclusion.
- To control stock levels and assess donations are appropriate for refurbishment.
- To carry out well-being reviews and achievement records for and with residents.
- To ensure that all incidents, accidents, and concerns are recorded and reported in accordance with CMKC's policies and procedures.
- To liaise and report regularly to the Tools for self-reliance Board of Trustees and volunteers working on their behalf.
- To liaise as necessary with Tools for Self-Reliance UK

Staff training and personal development:

- Participate in supervision and staff appraisal.
- Attend staff meetings when required.
- Participate in on-going in-house and external professional and personal development activities.

General:

- Build a professional working relationship with residents, colleagues and relevant professionals.
- Promote equality of opportunity, a respect for diversity and anti-discriminatory practice.
- Represent CMKC and Tools for Self-reliance in a positive and professional manner.
- Maintain appropriate confidentiality at all times.
- Comply with CMKC Code of Conduct and Practice
- Comply with CMKC policies and procedures.
- To work in accordance with CMKC mission statement and statement of values.
- Undertake any other ad hoc and reasonable duties that may be required from time to time.

The above list of duties is indicative only and not exhaustive. The post holder is expected to carry out all such duties as are reasonably commensurate with the role.



Personal Specification: Essential (E) Desirable (D)

Qualifications	<ul style="list-style-type: none"> GCSE A-C in English and maths. Level 3 Engineering/Maintenance or equivalent qualifications 	<p>D D</p>
Experience	<ul style="list-style-type: none"> Previous experience in maintenance or hand tools refurbishment; upcycling or related roles. Experience maintaining records accurately. Experience of working with people with a learning disabilities or other needs. 	<p>E E D</p>
Skills & Abilities	<ul style="list-style-type: none"> Proven ability to carry out a range of general or hand tools maintenance and refurbishing tasks. Ability to use a range of power tools and hand tools. Self-motivated and able to work under own initiative. Effective communication and ability to build rapport and communicate sensitively with our residents who have learning disabilities and other communication needs. Ability to work with people of mixed abilities. Able to work as part of a team; supervise and train other staff and volunteers. Ability to work flexibly and multi-task. Able to work to deadlines and meet target. Problem solving skills. Able to meet the physical demands of the job. Possess high standard of safe working practice. Ability to work to a high standard with an eye for detail. Good numeracy and literacy skills. Good record keeping skills. Good IT skills, such as Microsoft Office programmes. 	<p>E E E E E E E E E E E E E E E</p>
Knowledge	<ul style="list-style-type: none"> A working knowledge and understanding of health and safety. A working knowledge of moving and handling principles. Understanding of the principles of equality, diversity and anti-discriminatory practice. 	<p>E E E</p>
Miscellaneous	<ul style="list-style-type: none"> Capacity to engage with the mission and values of CMKC. A commitment to undertake training where required and an enthusiasm for new challenges and experiences. A full driving license (no more than 3 points) Ability to drive the works vans and community fleet. Commitment to ongoing personal development and training associated with the role. Eligible to work in the UK 	<p>E E E E E E</p>



	• A satisfactory Enhanced DBS check.	E
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