



Artisan Craft Workshop Team Leader Job Pack

Health and Community Hub

Blackthorn Trust is looking for a passionate **Artisan Craft Workshop Team Leader** to join our small team.

This new role will lead our Craft Workshop at our community hub in Kent. They will also provide mentoring for allocated individuals, offering support, and giving feedback in Team meetings relating to reviews and progress.

Who you are:

You must have a passion for making a difference and experience leading craft workshops. You will be excellent at building relationships and communicating face to face.

A self-motivated individual, you will thrive working independently as well as in a team. The role is varied and previous experience of working in a similar position is desirable as you will need to be organised and used to managing multiple activities.

The role specifics:

Job Type: Fixed term contract initially for 1 year

Hours: 14 hours per week over 2 days (Tuesday and Thursday)

Salary: £13.26 per hour

How to apply:

If you feel that you have the qualities to make a difference we are very interested in hearing from you.

To apply please complete the application form detailing how you meet the person specification to Carrie Baines: carrie@blackthorn.org.uk

The deadline for receipt of applications is Wednesday 21st February 10.00am

Interviews will be held week commencing 26th February

We aspire to remove barriers and be open to all. We fully support Access to Work applications. To submit applications in an alternative format, or to request information in an alternative format please email carrie@blackthorn.org.uk

To apply for the role, you must be eligible to work in the UK – Blackthorn Trust is not a sponsoring Organisation.

Artisan Craft Workshop Team Leader – Job Pack

Role Overview

Salary: £13.26

Contract type: One year fixed term initially

Hours: Part-time, 14 hours per week – Tuesday and Thursday

Location: We are based in Maidstone, Kent

Reporting to: Development Manager

Our Mission: To build a thriving charity that is at the heart of the community helping people to get well and stay well.

Our Vision: To be an inspiring social and therapeutic community hub that supports local people to improve their wellbeing and receive the support they need to live fulfilling lives and achieve their goals.

Job Description

Job Purpose:

Lead Blackthorn's Craft Workshop for Co-Workers and patients, acting as a Mentor to individuals where agreed.

Key Responsibilities and Tasks

Working with Co-Workers

- Organise and facilitate interesting seasonally themed training workshops with support from volunteers, providing therapeutic work-based opportunities for service users to:
 - develop confidence and self-esteem
 - develop knowledge, experience and new skills
 - take appropriate levels of responsibility and initiative
 - experience teamwork and interaction with the public/customers.
- Provide mentoring for allocated individuals, offering support, arranging regular reviews, gathering evaluation data, keeping records and giving feedback in Team meetings relating to reviews and progress.

Maintenance & Development of Blackthorn's Craft Workshop

- Ensure health and safety standards are reached by all working within the Craft Workshop area at all times.
- Ensure all craft materials are stored securely and appropriately.
- Oversee maintenance of all equipment in the Craft Workshop
- Maintain a clean and therapeutic learning space
- Carry out annual stocktaking exercise.

Team Leader Responsibilities

- Provide cover for colleagues on leave as required
- Work within Trust policies, undertake induction and ensure Trust policies (including health and safety) are clearly explained to all individuals (co-workers, volunteers and other visitors)

working within the Craft Workshop team or within other workshops being covered for absent colleagues

- Participate, with agreement, in promotional activities including fairs, markets and seasonal open days/festivities and workshops for the public.

General

- Be an active and positive team member and attend and participate in staff meetings, training and development days
- Work within Trust policies and procedures at all times, undertaking induction and ensuring Trust policies (including health and safety and safeguarding) are followed at all times
- Support and manage volunteers in your area of work
- Assist with other duties that may be required as agreed with the Management Team

Person Specification

Studies indicate that women and people from ethnically diverse heritage are less likely to apply to jobs unless they meet every single criterion. If you're excited about this role but your past experience doesn't perfectly fit our core criteria please do not be discouraged from applying. We are keen to recruit the right person for the role and welcome applications from those who may be open to learning new skills.

Our core criteria

- Experience of supporting or mentoring others in a learning environment
- Knowledge of artisan craft techniques using natural materials
- Experience in a mental health setting
- Excellent communication skills with the ability to quickly establish positive relationships
- Ability to handle sensitive and confidential information and data in line with GDPR policy

Our desirable criteria

- Knowledge and experience making anthroposophical / Waldorf inspired seasonal craft items.
- Able to work flexibly including occasional weekends

Benefits

We offer a number of benefits including:

Pension: We offer employer contributions of 3% and employee contributions of 5%

Holiday: Our staff enjoy 25 days of annual leave plus bank holidays.

Sick pay: We offer a generous sick pay scheme which grows as you remain with the team. After 3 years we offer 3 months full pay + 3 months half pay in any 12 month rolling period.

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