

Job Description

Job Title:	Re-upholstery Support Worker
Responsible to:	Reuse Projects Manager
Location:	Various sites but based at Merlin's Bridge, Pembrokeshire
Salary:	£10,000 (£25000) FTE
Hours of work:	15 hours
12-month Fixed Term Funded Contract	

JOB DESCRIPTION

This one year part time role is funded by the WCVA Landfill Tax Community Fund to support the development of reuse projects at Pembrokeshire FRAME, to develop and deliver a new furniture re-upholstery social enterprise called FRAME Furniture Surgery and to provide support and guidance to participants, volunteers and members of the local community through a series of workshops and supported learning sessions. Pembrokeshire FRAME are looking to recruit a Re-upholstery Support Worker with proven experience in traditional upholstery to deliver part of their exciting new 12-month Green Shed Re-users Project.

The FRAME Furniture Surgery will run a workshop offering support and work experience to people with disabilities and mental health issues including those with complex personal histories and people with a range of support needs. The Re-upholstery Support Worker will be responsible for all aspects of the workshop including developing and implementing a programme of work that is appropriate to the needs of participants and that helps to improve their confidence, skills and wellbeing. Upholstery workshops will also be delivered to members of the local community and school groups.

The FRAME Furniture Surgery will be run as a social enterprise and the Re-upholstery Support Worker will be responsible for promoting and developing an in-house furniture upholstery service for items purchased in our shops or for customers own items.

The scope of work for the role includes:

Development of Social Enterprise

- Work with the Chief Executive, Reuse Projects Manager and Development Manager to develop and promote the new FRAME Furniture Surgery and set up the workshop.
- Work closely in line with the requirements of AMUSF when setting up the upholstery workshop.
- Research current upholstery trends and future upholstery opportunities including the possibility of FRAME becoming an AMUSF training provider.

Re-upholstery Activities

Demonstrate and use full upholstery skills including:

- Webbing
- Hand springing with coil springs
- Stitching horsehair and canvas
- Cutting foam
- Creating templates
- Fabric selection
- Accurate fabric cutting and pattern matching
- Covering frames with padding and fabric using sewing machines, stitches, staples, tacks and glue
- Using decorative techniques such as fringing, piping and buttoning
- Renovating and re-upholstering old furniture
- Precise and neat attention to detail

In addition, the Re-upholsterer Support Worker will need to estimate for work and keep to deadlines.

Support Work

- To develop, organise, lead and oversee work experience and training activities at the FRAME Furniture Surgery. Keeping activities in line with the abilities and support needs of workshop participants and working as much as possible with materials available in the workshop.
- To supervise, guide, and support participants and volunteers participating in workshop activities.
- To continually review and develop the programme of work offered by the FRAME Furniture Surgery and develop this in line with changing needs in the wider community, and potential development needs.
- To ensure the safety of a diverse group of participants and volunteers in the workshop in line with the FRAME's Safeguarding Policy.
- To work with the Health & Safety Compliance Officer to develop risk assessments for the operation of the workshop, updating these in line with changing needs, and ensuring that Health and Safety policies are always fully implemented.
- Support participants and volunteers to move on from the workshop through direct support and referral to other agencies offering employability support, volunteering opportunities, etc.

Administration

- To keep attendance and other records as necessary to provide additional data as required for reporting to funders.
- Monitor and Evaluate all projects and support the Development Manager with the preparation of statistics and reports. Assist with the development and gathering of baseline evidence to help inform fundraising bids, promotional activity e.g. questionnaires, waste, and recycling audits, etc.
- Work with the FRAME Reuse Projects Manager to actively recruit participants and volunteers for the FRAME Furniture Surgery social enterprise through ongoing communication with referral agencies, attendance at events, and online promotion.
- Establish and manage relationships with other organisations such as those supplying participants for the workshop, funders, and those offering employment support, etc.
- Ensure that all records, documents, and personal details are kept according to the General Data Protection Act (GDPR)

In addition, the successful applicant will be expected:

- To assist The Reuse Projects Manager in other duties and activities which support The Green Shed Re-users funded project.
- To maintain a first-class level of customer service ensuring that all customers and clients are treated efficiently and in an appropriate manner.
- To work within the relevant legislation, policies, and procedures.
- To participate in the Annual Appraisal Process.
- To actively support equality and diversity policies of Pembrokeshire FRAME.
- To attend training courses as identified and agreed for appropriate development.
- To work within the Health and Safety at Work Act, the postholder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions.
- To undertake other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility.

Last Updated 19th August 2020

Potential for contract to be extended and become full time and permanent subject to funding