

Role Description

Role Title:	Re-upholstery Volunteer Trainee
Responsible to:	Re-upholstery Support Worker
Location:	Merlin's Bridge
Salary:	Voluntary role
Hours of work:	flexible (up to 500 hours with time spent in 3 workshops)
Contract:	Volunteer contract
Training & Support:	Induction training is provided. Full support and supervision will be provided by staff. Training in groups with fellow Volunteer Trainees. Training plan provided
Development:	Each Volunteer Trainee will meet with the Reupholstery Support Worker on a monthly basis to agree and follow Personal Development Plan throughout the training period.
Time Commitment	Minimum of 2 days per week (up to 500 hours) between 01 September 2021 – 31 March 2022 Course is flexible to suit individual needs. For those undertaking teaching course at Pembrokeshire College there is a requirement of an additional 49 hours. Teaching takes place from October 2021 generally on a Tuesday 14.00 – 17.30 hrs.
Expenses:	Agreed travel expenses to and from Pembrokeshire FRAME

Role purpose:

Volunteers are needed to follow a programme of furniture repair, painting and reupholstery training and carry out repairs and refurbishments on items of furniture. Volunteer trainees will also help up-skill participants by providing basic support and guidance and will learn to upskill other volunteers by providing basic training.

The successful volunteers will be trained in all aspects of Upholstery through Pembrokeshire FRAME's structured training programme as well as on the job training.

Volunteer trainees will learn practical skills and techniques to carry out different types of furniture repair, upcycling and upholstery.

The project offers a supportive working atmosphere with a strong sense of community. Volunteers receive varied work experience and on the job training with the aim of assisting people to reach their potential. The project also helps with this by providing support with job applications and CV writing. There is also the potential for 5 volunteers to undertake 49 hours of fully funded additional training at Pembrokeshire College following the Education & Training AET (6502) course.

Volunteer Trainees will;

- Re-upholster a wide range of items such as chairs, drop in seats, tables, footstools, box cushions, bolster ends and scatter cushions.
- Learn basic carpentry skills to check the safety of damaged donated goods
- Maintain a clean and safe working environment in the workshop

Support participants with learning disabilities

- Carry out repairs to furniture and painting
- Select furniture and other items from the showroom for refurbishment

Specific reupholstery tasks will include:

- Stripping down items of furniture from covers back to the wooden frame
- Prepare frames for upholstery including adding foams and fibres
- Using spring systems
- Filling cushions using fibre, foam and feathers
- Working with a large range of materials
- Cutting various materials and preparing them for re-upholstery
- Learning how to choose fabrics and colour appreciation
- Using a range of trimmings and finishing's including buttons, facings, piping, zips and decorative studs
- Using equipment including clip, frame, staple, pin and vertex guns

- Use a range of hand tools including scissors, shears, staple lifter, tin snips, hammers mallets and pincers
- Cutting materials with templates
- Sewing fabrics ready for re-upholstery

Cost and price items and prepare them for display in the Pembrokeshire FRAME shop and other outlets

Marketing, ecommerce and social media activities

Participate in any training required such as Health and Safety

Assist project with training new volunteers on workshop procedures and techniques

Volunteer Trainees will be required to prepare a portfolio to demonstrate the extent of their work.

Personal requirements/skills

- Be able to volunteer and train in a workshop environment
- Previous experience of using hand tools desirable but not essential
- Awareness of environmental issues and climate change
- Basic numeracy and literacy skills required
- Enthusiasm and willingness to learn

Benefits to the Volunteer

- Learn new skills through free quality training in a traditional industry
- Meet new people and make friends
- Meaningful occupation supporting others
- Feel valued and part of a team
- Reach your potential, gain confidence and self esteem
- Be involved in community events and workshops
- Receive a reference at the end of training and support with preparing a CV and seeking employment
- Participate in further online training through our partner Bluestone Foundation's training portal

- Take part in Volunteering schemes provided by WCVA, Volunteering Wales and PAVS
- Opportunity to earn digital badges in recognition of time commitment
- Gain a certificate of participation from Pembrokeshire FRAME
- Attend Pembrokeshire FRAME's Volunteer Recognition event and have the chance to win a Volunteer Award
- Opportunity to showcase and promote your work
- Chance to gain an introduction and qualification in a teacher training course
- Travel expenses provided

Last Updated 26th July 2021