



13 Cattle Market Road
St Philips BS1 6QW
Tel: 0117 972 3219
E: info@bwrp.org.uk
W: www.bwrp.org.uk

Dear Applicant,

Woodworking Tutor Application Pack

Thank you for your interest in the position of Woodworking Tutor.

Enclosed are a Job Description and Person Specification, some background information to the position. An application form in two parts is in the other PDF. Please fill in the application form, explaining how your characteristics, qualifications, skills or experience relate to those in the Person Specification and return it by post to: Recruitment, Bristol Wood Recycling Project, 13 Cattle Market Road, Bristol, BS1 6QW. Emailed applications will not be accepted.

Some background information about BWRP and the Woodworking Tutor position

Bristol Wood Recycling Project is a self-funded not-for-profit social enterprise. Its aims are to save resources from waste, promote social inclusion, and provide resources to the local community. The company has been operating for over 5 years. We recycle around ten tonnes of wood each week, host up to four volunteers, and serve dozens of customers a day. The Project employs 6 staff members: a Van Driver, Commercial Director, Site Manager, Volunteer and Workshop Director, and two Administration and Finance Workers.

BWRP's income is largely from two sources: charging for collections of wood waste (from clients such as house builders) in our vans; and sales of timber and products in our Wood Shop (from the wood we have rescued and sometimes made it into things). In addition to these sources, we have a one-off grant to pay for the salary of a Woodwork Tutor to develop and run a course with volunteers.

Our volunteers mainly assist staff in collections and processing the waste wood in to saleable items and timber, but many of them would like to learn more about wood and it's uses. The Project aims to offer an inclusive, sociable and practical environment in which all can gain work experience, learning, and confidence to better their personal situation. This is where the courses fit in.

We are looking for someone to develop and run a course from August 2009 until the end of June 2010 as a vital element of an exciting, creative, involving, funny and perennially fulfilling enterprise. If you are willing to join us in the challenges to be overcome in achieving environmental, social and financial sustainability, please apply.

Should you have any queries relating to the job position, please do 'phone and we will try to answer them.

The application deadline is 9:00 am 27th July 2009.
Interviews will be on the 29th July 2009.

Yours Sincerely,
Ella Furness
Program Manager

Background to the Position

Introduction

Bristol Wood Recycling Project (BWRP) has been granted funding to for a Programme to design and run a woodworking course for Volunteer Members at the Project.

The aim of the Programme is to provide tailored classes for people who have taken a step towards work by beginning to volunteer at the Wood Project, but who are too lacking in confidence to acquire skills in a traditional learning environment or have barrier to learning that prevent them from enrolling in accredited courses.

The course is intended to be designed specifically for the needs of those experiencing difficulty in living independently or being financially independent, particularly those who experience mental or emotional distress and/or are in addiction recovery.

The role of the tutor is to:

1. Devise an 8 week course and teaching materials with our Volunteer Members specifically targeted to increase their skills and confidence with a focus on timber reuse and recycling, tool use and woodworking.
2. To provide the completed 8 week course (one evening a week) to Volunteer Members during the 3 terms of the academic year between the beginning of September 2009 and end of June 2010.
3. To train Staff in house to deliver the training after the end of June 2010.

The position is for fixed term from August 2009-June 2010.

The hours are variable.

The programme

The Programme has three phases:

We are expecting that the tutor will invest a large proportion of their overall time during the first phase of the project in preparing the course content and materials. (*please see the Programme timeline below*) We estimate that the tutor is to work an average of 8 hours a week throughout the project, but with a higher proportion of the time spent at the earlier stages of the project – during the design stage and the first round of the course. So that they may be working 16 to 24 hours a week during the first design months but only 4 hours a week during later months when they will only need to concentrate on course delivery.

1. To design a woodworking course with Volunteers.

- The course is to be about woodworking skills, but is to be flexible to the needs of the students involved. The course is to be designed in part by the client group themselves – so that the participants decide which topics are concentrated on, and what they make during the course.
- The design process is to be carried out by a tutor and a Project Director with two workshop sessions looking at the student's existing skills, and their hopes and aspirations. The design process itself will be primarily aimed at increasing the confidence of the Volunteers. We hope that by making the course design process participatory and giving the students the encouragement to choose what they want to learn, that they will gain confidence in their own abilities.

2. To provide the 8 week course three times over 3 terms.

- The course itself is expected to be mainly practical, giving the Volunteers hands-on experience of different types of timber and their uses, tool use, and woodworking techniques. The course is to work towards an end product designed and made by each student.
- Each course is to run for 8 weeks – and consist of weekly evening classes, 3 hours long. The course is to be run 3 times during the funding period.
- The class is to be taught in groups of six.
- We envisage that in those eight weeks the course would introduce the following topics – although this is flexible depending on what the students want to cover:

Forestry and the environment
 The structure of timber and seasoning wood
 Species of timber and their properties
 Hand tool use and sharpening
 Simple woodworking techniques and joints

3. To train the existing Staff/Volunteers in running the course themselves.

- The Tutor is to be expected to hand over the course and work with our Staff and any interested Volunteers to pass on the course framework for future use. It is hoped that the initial grant investment will allow us to continue to provide the course or something similar after the funding period ends.

Programme timeline

Year	2009						
Month	June	July	Aug	Sept	Oct	Nov	Dec
Activity	Recruitment		Devising, consultation, and preparation of materials		Course delivery 1		Evaluation, changes and preparation.

2010					
Jan	Feb	Mar	Apr	May	June
Course delivery 2		Evaluation, changes and preparation.	Course delivery 3		Handover of course materials to Staff. Completion of monitoring.

Accountability

The position holder would be accountable to the Programme Manager. They would have to produce reports and complete monitoring for both the funding bodies and BWRP’s own Management Committee and Members Meetings, attend regular supervision meetings with the Program Manager, and submit timesheets of their hours.

Woodworking Tutor

Job description

Devise an 8 week course and teaching materials with Volunteer Members of BWRP, specifically targeted to increase their skills and confidence with a focus on timber reuse and recycling, tool use and woodworking.

The position is for a fixed term.

Beginning at the start of August 2009 and finishing at the end June 2010.

Salary: £16.50 per hour

Variable hours: expected to be approx. 16 – 24 hours a week for the First phase, and approx. 8 hours a week for the Second and Third phases.

Responsible to: the Program Manager.

Responsibilities

First phase: August – September 2009

You will be expected to facilitate a workshop session with volunteers to find out what they want from a course and assess their starting skill level. You will need to gain an understanding of what specific skills or knowledge they would like, and what end product they would to make.

You then need to translate this into a realistic 8 week course which will give the participants both basic woodworking skills and a sense of achievement.

When you have completed a first draft of the course content, you will need to present this to the volunteers in a second session, get their feedback, and make any necessary changes.

Second phase: October 2009 – May 2010

To provide the completed 8 week course (one evening a week) to a total of 18 Volunteer Members / Students (6 students for each course run) during the 3 terms of the academic year between the beginning of September 2009 and end of June 2010.

Evaluation and necessary changes will need to be completed after each cycle of the course.

Third phase: June 2010

To train staff in-house to deliver the course.

During June 2010 you will expected to train staff to deliver the course.

You will also be expected to attend BWRP meetings as necessary

To work with staff to prepare timber, tools, and any other equipment necessary for the course.

To complete all necessary monitoring and recording keeping, including carrying out on to one informal interviews with all course participants before enrolment and upon completion of the course.

To work within all BWRP's policies and procedures.

Person Specification

Essential characteristics, qualifications, skills or experience.

Essential:

- Significant relevant experience of working with people in the role of facilitator, teacher, or support worker.
- A proven ability to communicate sensitively with people from marginalised groups, or who may lack basic literacy and numeracy skills or who speak English as a second language.
- A woodworking qualification such as an NVQ or City & Guilds Level 3 or equivalent experience.
- And a minimum of 2 years woodworking in a professional context
- The ability and willingness to work flexible hours
- A proven record of the ability to be self organised, and stick to agreed timetables
- A commitment to environmental and social justice, an understanding of the ethos of social enterprise and the aims of BWRP
- A commitment to equal opportunities and an awareness of the additional difficulties faced by marginalised groups within the timber trades
- A knowledge of Health and Safety legislation applicable to wood working.

Desirable:

- A professional teaching qualification
- An understanding or experience of the benefits of a participatory approach to learning
- Experience of lone working and a record of being self motivated
- Experience of working as a team member within a small organisation or business.
- A deep and profound love for wood.