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Thank you for your interest in the position of Wood Workshop Manager. Please find in this letter and the attached forms all you will need to apply for the job. Please return the forms to us no later than **0900 on Monday 8<sup>th</sup> March.**

BWRP needs a cheerful and reliable person to take on the position of Workshop Manager. This is a great opportunity for an individual to develop a wide range of skills associated with managing a vibrant Social Enterprise. You could be a cornerstone in the running of a pioneering and exciting project.

Your role would be to run all aspects of the small furniture making workshop within this social enterprise: working with the volunteers, maintaining the tools, making sure that they are used safely, and making products. This is a position that will develop over time.

You would be coming into a new workshop, set up ready to make bespoke furniture. The workshop contains a table saw, cross cut saw, planer thicknesser, small band saw, morticer, small pillar drill, and biscuit jointer as well as lots of other usual hand and power tools- everything you need to make almost any furniture. You would be taking care of this kit and trying to get the most out of it- for both volunteers and customers.

You will spend most of your time making products for customers with volunteers: selecting, cutting, planing, & sanding timber to maximise our revenue from the second-hand wood that we collect. You need to balance the need to make products and sell them with the need to be a mentor for volunteers who often hope to get an introduction to working with wood. You will need to encourage volunteers who may have wide range of skills (some of whom may be formally trained woodworkers), and some of whom may have difficulty completing very simple tasks. You will need to ensure that both have a positive experience when they are under your guidance.

You will also need to play a part in running the shop (as all the staff do) On Mondays and every other Tuesday you will need to serve customers, selling them timber and answering their enquiries, giving you plenty of opportunity to learn about their expectations and what they want to buy from your workshop.

Bristol Wood Recycling Project's objectives are to save resources from waste, provide affordable timber and resources to the local community, to provide social inclusion and learning through volunteer and work placement opportunities, and for the core of the business to remain self financing. BWRP survives almost entirely on income generated by collecting and selling wood. The Wood Workshop Manager will be fundamental in ensuring the continued success of the Project.

Enclosed:

Job Description

Person Specification

Job Application Form Part1

Job Application Form Part2

Equal Opportunities Form

We look forward to receiving your application!

Kind regards

Bristol Wood Recycling Project