

Edinburgh Open Workshop

## Workshop Supervisor

<b>Location:</b>	Edinburgh, Leith
<b>Salary:</b>	£26,000 PA
<b>Contract:</b>	Full Time, Permanent
<b>Hours:</b>	32
<b>Flexitime:</b>	No
<b>Work from home:</b>	No
<b>Job Share:</b>	Considered
<b>Closing Date:</b>	30th April 2024

### About Us:

Edinburgh Open Workshop (EOW) is an innovative, creative co-working space, offering membership based, Pay-As-You-Go access to workshop facilities, machinery, power tools, hand tools, workbenches, fabrication space, textile bays and long-term resident maker space, studios, and office space. A not-for-profit social enterprise that is expanding, we are Edinburgh's only open-access workshop, supporting a community of over 300 hobbyist and professional makers, designers, and creatives.

EOW has a small, close-knit, and dedicated team and we're looking for someone friendly, smart and motivated to join us.

### The role:

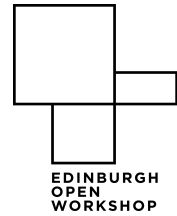
The ideal candidate will have a strong skill set in metal work and metal work tools and machinery, and a basic understanding of woodwork and woodworking tools and machinery. The Workshop Supervisor will support the operation of our growing, shared-access workshops. The post-holder will be interacting with people, and looking after machines, so candidates must have great people skills as well as technical know-how. You will be a point of contact for new members, conducting workshop tours, and answering initial enquiries. You will be available to our customers on the workshop floor, answering their technical queries, and assisting them to access machines safely by assessing their skills, and arranging teaching and additional support for them where needed.

### Key Responsibilities:

- The smooth and safe running of the workspaces and machines (predominantly metal with woodworking support)
- Assessing skills and training them where needed
- Assisting in machine maintenance & repairs
- Resource Management & allocation
- Monitoring and stocking the consumables 'Tuck Shop'
- Maintenance and development of workshop systems
- Scheduling & Rota
- General administrative tasks

### Required Experience:

- Experience of a workshop environment
- A good understanding of workshop processes
- Proven experience with metalworking and woodworking machinery and tools
- Excellent customer service skills



- Excellent written communication skills
- Good organisational skills and the ability to prioritise effectively
- Excellent time management skills
- Proven computer literacy and experience
- Problem solving
- A friendly outlook and enjoy working as part of a team

**Desirable Experience:**

- Operational management experience
- Previous experience working to a budget
- Teaching / mentoring experience
- CAD/CAM skills
- Drivers Licence

**Personal Qualities:**

- Self-motivated and proactive, can come up with new ideas
- A high level of personal drive and energy
- Calm and confident with excellent interpersonal skills
- Ability to negotiate, collaborate and be flexible in a charged environment

**Note:**

This role can be physically demanding. No agencies please.

To apply, please send a CV and cover letter to: [tash@edinburghopenworkshop.co.uk](mailto:tash@edinburghopenworkshop.co.uk)