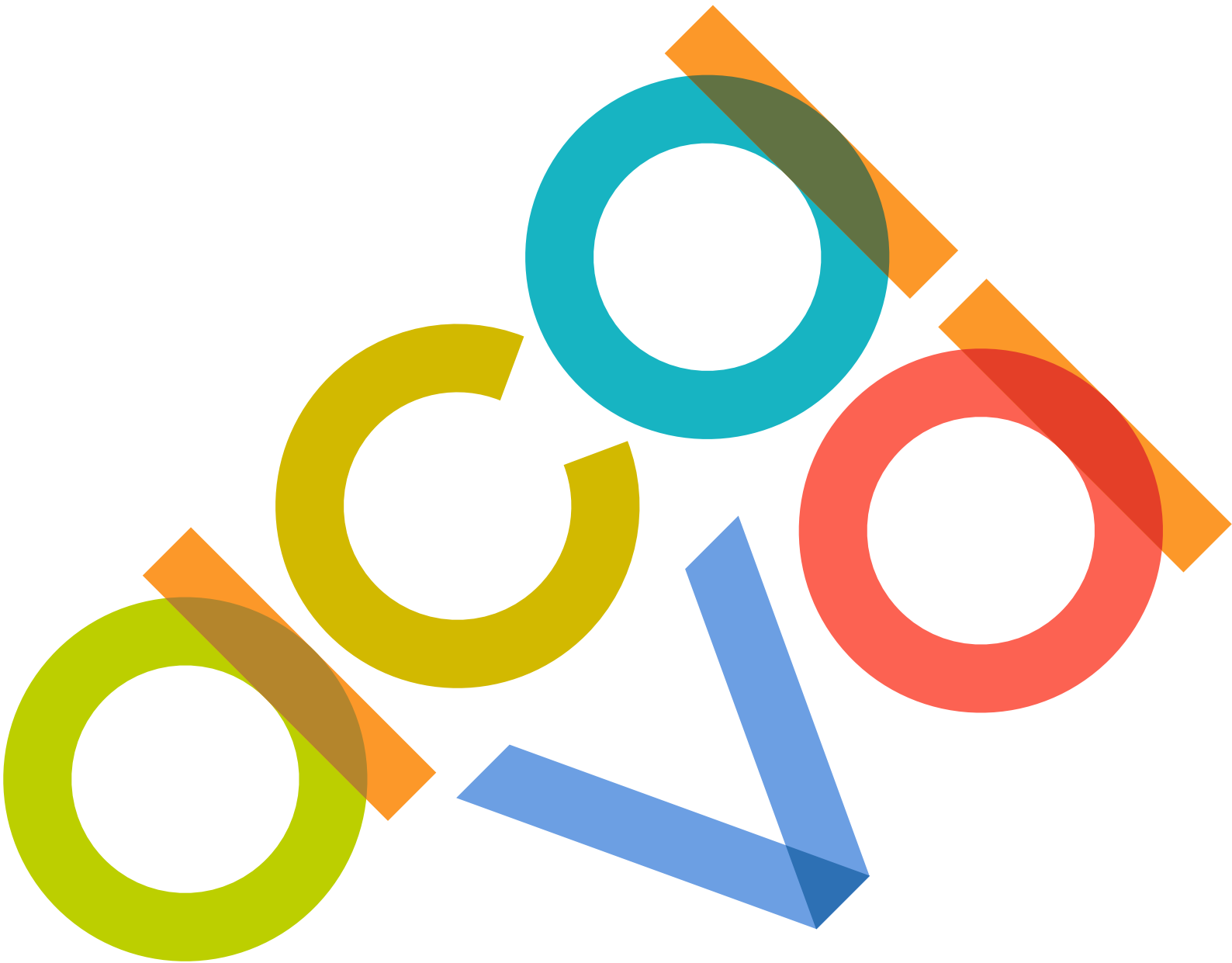


# Workshop Technician

Application pack



# Welcome

Dear Applicant,

Thank you for your interest in the role of Workshop Technician at ACAVA. If successful, you will join a dynamic, progressive and growing organisation with a 50 year history as an important part of the national cultural infrastructure.

ACAVA's unique vision – Creativity with Social Purpose – guides our work at the intersection of creative practice, community and place. We are an ambitious team focused on diversification and growth, enjoy a great work culture and have recently joined Arts Council England's National Portfolio so it is an exciting moment to join us and develop your career, with our support.

We welcome informal confidential conversations with potential candidates to discuss any queries you may have. If you would like to arrange a discussion, please contact us at: [recruitment@acava.org](mailto:recruitment@acava.org) in the first instance.

I very much look forward to receiving your application.

Tom Holley

CEO

ACAVA

ACAVA are looking for an energetic and efficient Workshop Technician with demonstrable skills and initiative, a passion for community and making, and a practical understanding of a wide range of materials including wood, plastics, and metals. Our new Workshop Technician should have excellent practical, problem solving, communication and people skills.



Maxilla Men's Shed. Photo by ACAVA Shoots

## Equality, diversity and inclusion

ACAVA is committed to equal opportunities, diversity and inclusion and we are keen to address imbalances in our workforce. We encourage applications from all races, religions, genders, countries of origin and sexual orientations.

We particularly encourage applications from disabled people and those from global majority backgrounds as these groups are underrepresented in our organisation.

A large print version of this document is available on request.

We also welcome video applications. You can read the 'How to apply' section on this pack for more information on how to apply by video.

If you have access requirements at any stage of the recruitment process, please contact the team at: [recruitment@acava.org](mailto:recruitment@acava.org).

## Job description

- **Job title:** Workshop Technician
- **Contract:** Fixed term: 12 months with the potential to extend, subject to funding.
- **Hours:** 2 to 3 days per week (up to 22.5 hours per week) working Tuesday and Wednesday, with flexibility for a third day and with potential to increase hours, subject to funding.
- **Salary:** £25k per annum (pro-rata for part time e.g. £15k for 3 days per week). From April 2024 the salary will increase in line with London Living Wage.
- **Benefits:** Contributory pension, 22 days holiday per annum (pro-rata for part-time) plus bank holidays and birthday day off.
- **Reports to:** Programme Manager (Maxilla Men's Shed)
- **Manages:** None
- **Key internal relationships:** Programme Manager (Maxilla Men's Shed); Head of Social Practice; Property Managers; freelance artists and facilitators
- **Location:** ACAVA Maxilla Walk Studios, 4 Maxilla Walk, London W10 6NQ

## Purpose of the role

To work with the Programme Manager to provide practical and technical support to Maxilla Men's Shed attendees; ensuring the smooth running of day-to-day activity, primarily our weekly programme of Tinkering Sessions. You will manage and maintain physical resources, tools, and machinery in the workshop, implement and maintain health and safety procedures, collect and process attendance data, support participants to realise projects, and help ensure the space is welcoming and accessible to all.

## About ACAVA

ACAVA is a leading arts education charity that evolved from artist-led initiatives in the early 1970s. For 50 years we have been amongst the UK's most progressive affordable studio and workspace providers.

With a portfolio of 15 studio buildings, exhibition spaces and workshops across eight London boroughs, one building in Essex and an industrial heritage site in Stoke-on-Trent we support a community of over 400 creative practitioners, cultural organisations and creative SMEs.

A pioneer of delivering arts in health and wellbeing settings for over 30 years, we bring professional artists together with local communities in co-created programmes that explore art and creativity and deliver creative, social and economic value.

To learn more about us, please [visit our website here](#).

## About ACAVA Maxilla Men's Shed

Maxilla Men's Shed is a community workshop and makerspace based in North Kensington. Welcoming people of all genders, the Shed provides a unique space for creativity in the community and delivers a significant positive impact on the wellbeing of our members. We operate weekly Tinkering Sessions, where everyone is invited to explore creative ideas. We work on personal projects, all whilst socialising and exchanging skills. We also deliver specialist workshops where the community are invited to learn a new creative skill, diversifying and strengthening the peer support network the Shed facilitates.

You can find out more about Maxilla Men's Shed on our website [here](#).



# Key responsibilities

## Technical support

- Oversee the smooth running of the workshop during programmed sessions.
- Prepare and store materials and tools safely.
- Install new equipment and maintain machinery.
- Operate machinery, adhering to health and safety protocols.
- Induct Shed members, participants and visitors in the safe use of the space, tools and machinery.
- Place orders for materials and tools as required.

## Health and safety

- Maintain a clean and safe working environment.
- Ensure that health and safety procedures are adhered to at all times and report any concerns to the Programme Manager.
- Maintain an accurate inventory of materials and equipment in the workshop.
- Ensure materials are stored safely and equipment is well maintained to meet a high standard of health and safety.
- Work with the Programme Manager to assess safety in the workshop, including preparation of risk assessments for new activities.

## Community support

- Create a welcoming and inclusive atmosphere during sessions.
- Support Shed members to achieve their goals and realise their projects.
- Build on existing and new relationships with Shed participants and visitors.
- Adhere to safeguarding procedures when working with young people or adults at risk.

## Administrative support

- Ensure accurate attendance records are kept for all relevant programme activity.
- Monitoring and evaluation data gathering and input, supporting the Programme Manager in reporting to funders.
- Supporting the Programme Manager with general communications and marketing tasks.
- Any other reasonable tasks that support the programme delivery.

## **Person specification**

The successful candidate should arrive with the essential elements from day one. The 'desirable' elements indicate the experience, knowledge and attributes that could be developed in post, if the successful candidate does not possess them all from day one.

### **Skills and experience**

#### Essential

- Experience of setting up, operating, and maintaining machinery and equipment in a workshop environment.
- Ability to use Microsoft Office and email.
- Knowledge of health and safety requirements relating to workshop space, tools and machinery.

#### Desirable

- Understanding of Safeguarding and working with adults at risk.
- Experience in managing or facilitating woodworking, carpentry projects or builds and manufacture.

### **General skills**

#### Essential

- Methodical and practical approach including strong organisational skills.
- Ability to work effectively and collaboratively of the ACAVA team.
- Ability to prioritise workload, work independently and use initiative.
- Punctual, reliable and resourceful.

### **Personal attributes**

#### Essential

- Ability to be discrete and maintain confidentiality.
- Sociable and friendly attitude, ability to form positive relationships with different people.

#### Desirable

- Willingness to 'go the extra mile' and have an open and flexible approach.

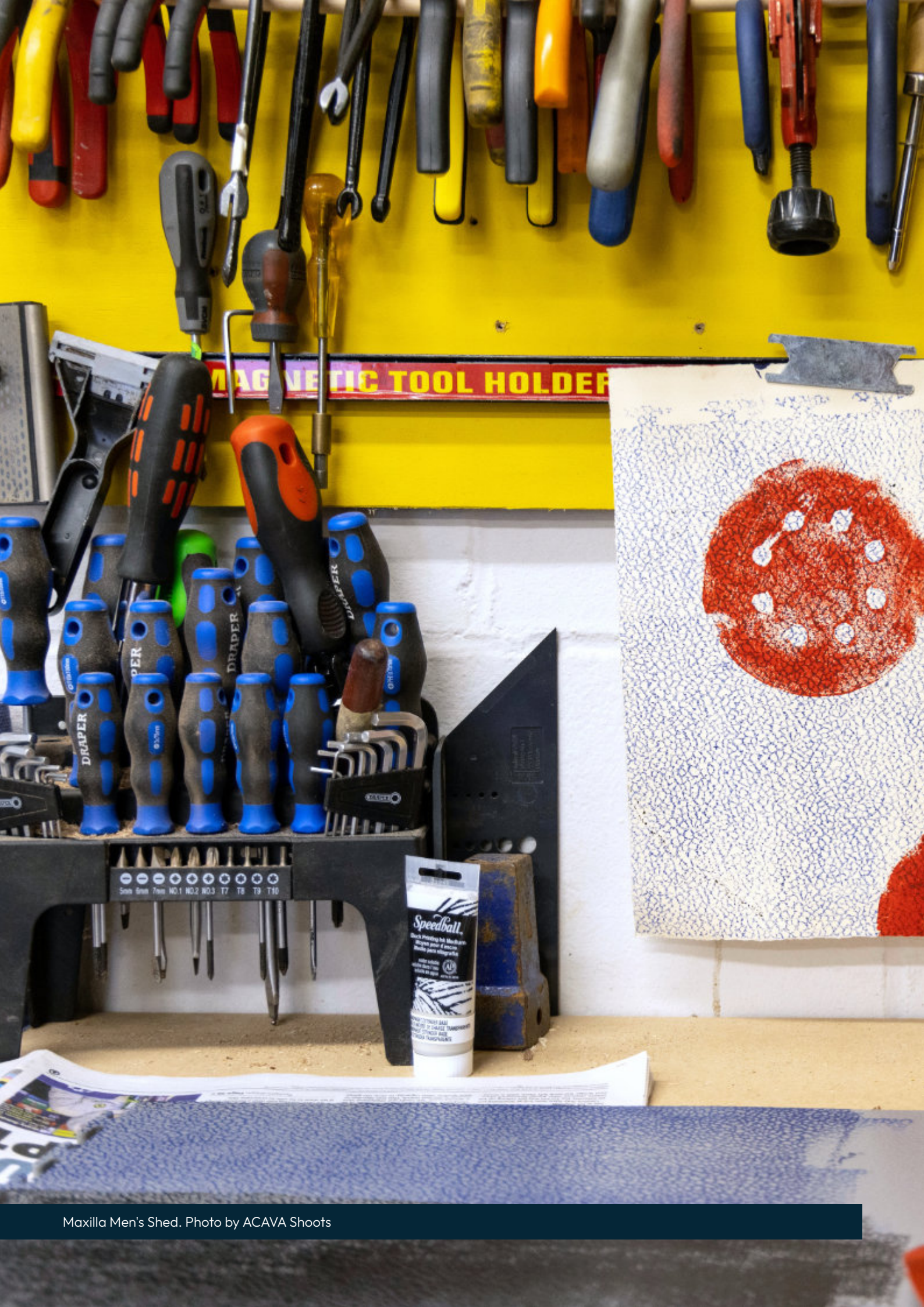
### **Communication**

#### Essential

- Good written and spoken English.

#### Desirable

- Proven ability to communicate effectively with a wide range of people.



Maxilla Men's Shed. Photo by ACAVA Shoots



## How to apply

Please email the following to [recruitment@acava.org](mailto:recruitment@acava.org):

- Completed [Application Form](#), including answer to application question (maximum two sides of A4 with text at 12 point size) or WeTransfer link to a sound recording or video (maximum ten minutes).
- Up-to-date CV

We also encourage you to complete and return the [Equal Opportunities Monitoring Form](#). All information given to us on the monitoring form will be separated from the application documents on receipt and will be held separately and anonymously for monitoring purposes only.

We are only accepting applications by email for this post. If you have a disability that makes it difficult for you to provide us with information in this way, please call 0749 639 2136 for assistance.

## Dates

**Please apply by 9 am on Monday 11 December 2023.**

Interviews will be held in person on 15 or 18 December at Maxilla Men's Shed, 4 Maxilla Walk, London W10 6NQ.

If you have any access requirements, please let us know when you apply.

Start date: ASAP