



TWO SHEDS WORKSHOP

POSITION AVAILABLE - WORKSHOP MANAGER

Two Sheds Workshop is seeking a motivated, self sufficient, and organised person to manage the Waniassa workshop of Two Sheds Workshop.

ABOUT TWO SHEDS WORKSHOP

Two Sheds Workshop is a place where women and kids come to learn woodwork and building skills in a supportive, safe and fun environment. It was built upon feminist ideals, and our mission at Two Sheds Workshop is to address the entrenched gender gap in the building industry by providing community-based women's and children's woodworking and carpentry skills programs. We aim to teach as many women and children woodwork and building skills as we can making women and girls doing woodwork and building a normal occurrence in our communities.

At Two Sheds Workshop participants gain confidence and the satisfaction of creating something in wood themselves, by learning new skills and how to use tools and equipment. All of our classes and workshops are taught by our trade qualified or experienced women teachers.

ABOUT THE ROLE

The role of Workshop Manager is a full time position, we run weekly classes for women and kids, holiday programs and weekend workshops. This position is supported by the Two Sheds Workshop team - Director, Administrator and the Manager of the Bega workshop.

The ideal candidate will have the following skills:

- Woodwork or trade skills
- Proven managerial skills in running a small business
- Experience in managing a casual staff base

- Customer service experience and passion for creating a positive learning environment
- Experience in maintaining our Workplace Health and Safety, Child Safe and Risk Management procedures
- Good computer skills and an eye for detail
- Great people skills
- Capacity to work well with diverse personalities, skill levels and student needs.

Duties include but not limited to

- Manage Canberra Workshop staffing
- Managing all student activity and liaising with the Two Sheds Administrator
- Generating new income streams for Two Sheds Workshop and community outreach initiatives
- Planning new workshops activity plus promoting classes and workshops
- Content generation for our social media team
- Organising and maintaining equipment, and ensuring supplies are in stock
- Maintain a safe workplace environment within OHS guidelines, including cleaning as necessary
- Maintaining and promoting the Two Sheds Workshop ethos in all that they do

The role is offered at \$70,000 per annum.

To apply please send through a letter describing your interest in the role, your experience and why you would be good for Two Sheds Workshop. Please also include your CV and 1-2 referees. Email your application to admin@twoshedsworkshops.com.au addressed to Jo Saccomani.

WWW.TWOSHEDSWORKSHOPS.COM.AU