

The Landmark Trust

JOB DESCRIPTION

Job Title	Workshop Assistant / Bench Joiner.
Department	Historic Estate.
Location	Honeybourne.

Essential Function – Job Summary

Assist Workshop Manager in the day to day manufacture of joinery and cabinet work as required. Assist with occasional antique repairs and alterations to furniture and fittings as requested by the Head of Furnishings & Presentation.

Relationships

Reports To	Workshop Manager
Directly Supervises	Not applicable
Provides Work Direction to	Not applicable unless directed by Workshop Manager
Works Closely with	Workshop Manager, Crafts Team, Head of Furnishings & Presentation, Regional Surveyors.
External Relationships	Not applicable

Key Accountabilities

Able to demonstrate a good background knowledge of the subject. Must be able to read and work from drawings. Take on a task and see it through to completion.

Skills

A reasonable knowledge of joinery / cabinet work. A good understanding of wood machining to include planer/thicknesser, dimension saws tenoner and spindle moulder etc. Some knowledge of finishing would be useful.

In summary:

- Work from CAD drawings to manufacture items
- Comprise accurate cutting lists
- Work out the most appropriate joining methods for the application with good communication with Workshop Manager
- Restore and assemble furniture
- Use both hand and power tools
- Fill, sand and finish woodwork

Education

Level 3 NVQ or Diploma in Bench Joinery / Carpentry & Joinery, or formal apprenticeship.

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Minimum Work Experience- a minimum of 2 years' post qualification experience as a joiner, working with hand tools, power tools and common woodworking machinery.

Provide a portfolio of works undertaken as proof of experience.

Person Specification

Requirement	Essential	Desirable
Education, training and qualifications	Min Level 3 NVQ or Diploma in Bench Joinery / Carpentry & Joinery	
Skills and knowledge		
Experience-	A minimum of 2 years' post qualification experience as a joiner, working with hand tools, power tools and common woodworking machinery.	
Personal attributes:	Ability to be flexible, take on jobs at short notice and react quickly and accurately. Must be flexible with the requirements of The Landmark Trust and be prepared to work late on some occasions with time off in lieu agreed.	
Skills and abilities:	Working in a small team. Able to work independently and with minimum supervision.	
Other special requirements:	A clean driver's licence.	

The post will be based at our workshop facilities at Honeybourne, although there is likely to be occasional travel required to existing and new Landmark properties within the UK throughout the year.

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TERMS OF EMPLOYMENT

CONTRACT DURATION

This is a permanent contract.

LOCATION

This position will be based at our warehouse in Honeybourne, Worcs.

SALARY

£19,000 – £21,000 per annum depending on qualifications and skills, paid monthly in arrears.

WORKING HOURS

40 hours per week with some weekend working depending on requirements.

EXPENSES

Employees will be reimbursed for reasonable expenses incurred on behalf of the organisation.

HOLIDAYS

The holiday entitlement is 25 days per annum increasing to 30 days per annum after 10 years' service, plus statutory holidays.

SICK PAY

During the first three months of employment or the probationary period (whichever is the longer) you will only be paid your Statutory Sick Pay entitlement. After this period you will receive full basic pay during any sickness absence up to 20 days in any 12 month period. The Statutory Sick Pay will be included in this sick pay. Where absence exceeds seven consecutive calendar days and in certain other circumstances, a doctor's certificate will be required.

PENSION SCHEME

Provided you meet the criteria, you will be auto-enrolled into Landmark's pension scheme.

MEDICAL HEALTH

Private health insurance, currently with BUPA, can be provided when you have been with Landmark for a year.

NOTICE

The appointment is subject to a satisfactory completion of an initial six month probationary period, though this may be extended if more time is needed to assess suitability for employment. During this period the post will be subject to a week's notice on either side. A minimum of one month's notice in writing on either side applies after the end of the probationary period.

HEALTH & SAFETY

All staff are expected to observe all health and safety at work regulations as set out by Landmark in accordance with statutory requirements.

CONTRACT

The successful applicant will be required to sign Landmark's Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the details of Landmark's Conditions of Employment. It is not an offer of employment and does not form part of the Contract of Employment or the Job Description.