



Providing Christian support for adults with learning disabilities

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The Lodge Trust CIO (Charity No.  
1161735)

## Creative Enterprises Team Leader Woodwork Specialist

Full-time position (40 hours pw)  
Monday – Friday 8.30am – 5pm

£25,258 to £26,197 (Depending on experience)

We are looking for a friendly, adaptable, committed and experienced member of staff to join our Creative Enterprise Team at The Lodge Trust.

### **Duties include –**

- Working with residents and with the team to produce quality products for sale
  - To practically support the Creative Enterprise manager in on-site projects
- To manage the work team of people with learning disabilities to fulfil their potential
  - To support residents on outings and other activities
  - To support Lodge Trust events such as Sale days and Families day

There will be an element of flexibility required for this post, including cover for holidays and other absences.

The Lodge Trust is a non-smoking organisation.

If required please call 01572 767 234 for an informal discussion regarding this role.

**Application closing date: Midday on Friday 14<sup>th</sup> April 2023**

**To apply please email explaining how you fulfil the Job Description and Person Specification below. Please include an up to date CV.**

(Email: [HR@lodgetrust.org.uk](mailto:HR@lodgetrust.org.uk))



<b>Job Title</b>	<b>Creative Enterprises Team Leader -Job Description</b>
<b>Responsible to</b>	Creative Enterprises Manager
<b>Staff Reporting directly to this post</b>	None
<b>Service Aims</b>	The Lodge Trust CIO aims to provide services for adults with learning disabilities which promote Christian virtues and values. The staff group will support residents to develop their potential, encouraging them with appropriate support to develop all aspects of their individuality.
<b>Role</b>	<ul style="list-style-type: none"> <li>To work with residents and with the team to produce wooden items for sale.</li> <li>Manage a budget, recording materials purchased and sales made.</li> <li>Ensure a high standard of quality in the products made.</li> <li>To maintain the production areas to a high standard.</li> <li>To comply with all Health and Safety and legislation requirements as applicable your work area.</li> <li>To practically support the Creative Enterprise manager in on-site projects.</li> <li>To comply with the Care Standards for adults with learning disabilities.</li> <li>To manage the work team of people with learning disabilities to fulfil their responsibilities.</li> <li>To support residents in outings and other activities.</li> <li>To support the events and developments of the organisation.</li> <li>To adhere to all Lodge trust policies and procedures.</li> </ul>
<b>Responsibilities and Duties</b>	<p><b>Service Users:</b></p> <ul style="list-style-type: none"> <li>To supervise and support a team of people with learning disabilities to enable them to develop and maintain specialist skills in woodwork</li> <li>To act as Link Worker for a number of service users</li> <li>To record progress on individual care plans</li> <li>To support all service uses to take an active part in work activities.</li> <li>To assist individuals with some personal care needs, involving visits to the toilets and other tasks as appropriate.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>To liaise with the other team leaders to ensure mutual support is provided and combined skills are used for the benefit of the products.</li> <li>To liaise with the other teams and department for support and assistance where needed.</li> <li>As appropriate, and in association with the Manager, to seek external advice.</li> <li>To work as a member of the Creative Enterprise Services team in support of the service users and delivery of an overall service.</li> </ul> <p><b>Work Area:</b></p> <ul style="list-style-type: none"> <li>To produce high quality products</li> <li>To ensure the work areas and store areas are kept clean, tidy and meet all legislation requirements applicable to the work area.</li> <li>To ensure that equipment and facilities are adequate and well maintained and any concerns are reported in line with lodge trust policy and processes.</li> <li>To support Lodge Trust events (Sale Days, Families day etc)</li> </ul>

	<p><b>Health and Safety:</b></p> <ul style="list-style-type: none"> <li>To understand requirements of Health and Safety in your specialism and implement all aspects of the Health and Safety Policy as applicable to your work area.</li> <li>To ensure a safe working environment at all times.</li> <li>To maintain necessary Health and Safety records.</li> <li>To record and report any Health and Safety concerns in a timely manner.</li> <li>To attend all training required for role.</li> </ul> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>To maintain records of H&amp;S checks required, recording compliance with them.</li> <li>To maintain records of chemical usage and COSHH information.</li> <li>To order supplies in line with service needs.</li> <li>To work within allocated budgets.</li> <li>To issue service user review reports in a timely manner</li> <li>To support the Manager to carry out Manager audits.</li> <li>To attend relevant meetings.</li> <li>To advise the Creative Enterprises Manager on the needs for repairing or upgrading of equipment and facilities.</li> <li>Complete regular stock audits of work area.</li> <li>To maintain confidentiality as required</li> </ul>
<b>Entitlements</b>	<ul style="list-style-type: none"> <li>Holidays – see contract of employment</li> <li>Terms and Conditions – see Letter of Offer</li> <li>Salaries – see Pay Scales</li> </ul>

<b>Job Title</b>	<b>Creative Enterprises Team Leader -Person Specification</b>	
	<b>Essential</b>	<b>Desirable</b>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Able to drive and in possession of a clean driving licence.</li> <li>Level 2 Diploma in Health and Social Care (or be prepared to work towards this)</li> </ul>	<ul style="list-style-type: none"> <li>Woodwork qualification</li> <li>Teaching qualification</li> <li>First aid at work</li> <li>Health and Safety qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Worked in a professional woodwork environment for at least two years.</li> <li>Good understanding of Health and safety at work</li> <li>Worked in a team and demonstrated some leadership capability.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of learning disability.</li> <li>Budget management</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Able to support service users produce attractive/saleable woodwork products to budget.</li> <li>Ability to use a range of professional woodworking equipment.</li> <li>Able to support service users in a person-centred way</li> <li>Aware of Health and Safety implications and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Able to advocate for people with learning disabilities</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to manage and motivate a team of people with learning disabilities</li> <li>• Able to use IT effectively</li> <li>• Able to administrate and plan</li> <li>• Able to carry out risk assessments</li> <li>• Able to complete budgets and stock checks.</li> <li>• Able to work under pressure.</li> <li>• Able to use initiative, make decisions and respond appropriately in an emergency.</li> <li>• Able to work as part of a team.</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Able to respect the Christian and work ethos of The Lodge Trust</li> <li>• To work in line with The Lodge Trust Values</li> <li>• Able to maintain confidentiality</li> <li>• Willing to learn</li> <li>• Flexible in approach to change</li> <li>• Flexible in being able to cover for absence of other team leaders</li> <li>• Physical and mental health acceptable for the role</li> <li>• Reliable and punctual</li> <li>• Able to work as a part of a team</li> <li>• Able to respond with patience and kindness towards service users</li> </ul>	