**SESSIONAL WORKSHOP STAFF**

* **DIY Assistants**
* **Workshop Technicians**
* **Trades Tutors**
* **Van Drivers**

**Role Description**

**POST TITLE:** Sessional Workshop Staff Member

**HOURS:** Min. 3hrs per week (may include weekends & evenings)

**LOCATION(S):** -WOMENS’TEC, 29 Chichester Avenue, Belfast, BT15 5EH

* Newry, Mourne & Down (various ‘outreach’ locations)
* Derry/Londonderry (venue TBC)

**RESPONSIBLE TO:** Workshop Manager

**HOURLY RATE:** £15 - £35/hr (dependent on qualifications/experience/shift)

**THE ORGANISATION**

**WOMEN’S**TEC is a charity based in North Belfast. It was born out of a recognised need for non-traditional training and employment for women in industries traditionally associated with men, with historically low female representation, including construction, engineering and IT.

**WOMEN’S**TEC supports economically inactive or unemployed women, and school-aged girls, to address the barriers that prevent them from moving into employment or training and embarking on a career in an industry which is lucrative and filled with opportunities for women. A major aspect of our work also involves the changing of attitudes and perceptions, both amongst employers and women seeking employment.

**PURPOSE OF THE ROLE(S)**

To support workshop and programme staff with the smooth management and operation of WOMEN’STEC workshop spaces and resources, supporting the needs of staff, tutors and students.

The various sessional roles required include *DIY Assistants, Workshop Technicians, Trades Tutors,* and *Van Drivers.* These roles are on-going and with preferable immediate start.

**REQUIREMENTS**

We are seeking people who are qualified or well-experienced in Carpentry/Joinery, Construction, Mechanics, Electrics, Painting & Decorating, Tiling, Roofing, Scaffolding, Landscaping etc.

Full, valid driving license preferable. Driver Certificate of Professional Competence required for Van Driving duties.

**All Sessional Staff must be willing and able to work with women and girls.**

**KEY DUTIES AND RESPONSIBILITIES:**

**Working with women and girls, key duties and responsibilities for Sessional Staff may include -**

* Supporting the preparation and delivery of classes and tutoring in trade skills as required.
* Support the Workshop Manager with the day to day running of the workshop spaces at WOMEN’STEC
* Working with tutors and programmes staff to ensure all resource needs are available and ready for courses at the beginning of each term
* Assist with regular review and assessment of materials and equipment stock, ensuring sufficient stock is available at the beginning of each term for all scheduled courses
* Assist the workshop manager and programmes staff in the procurement and purchasing of materials, equipment and other resources where necessary
* Assist in the preparation of resources for courses, events and other activities within the workshop
* Assist with the regular checks and maintenance of tools and equipment to ensure all are in working order and they are up to standard in the context of health and safety
* To ensure that the workshop is safely maintained and that all working areas are safe before students enter the workshop
* To enable and instruct students, as well as staff and tutors, on the safe use of the workshop facilities via the implementation of inductions
* To deliver classes in general DIY skills and other trades where appropriate and applicable
* To assist in the development of schemes of works for each course being delivered in the workshop, in collaboration with the Workshop Manager and programme coordinators to ensure outcomes are achieved
* To assist in carrying out risk assessments in relation to health and safety throughout the premises, as well has supporting the Head of Corporate Services in general facilities management
* Loading, unloading and driving of WOMEN’STEC Van across Northern Ireland
* Any other duties as and when required

Please note not all above duties will be required for all Sessional Roles.

**OTHER:**

* Women are particularly welcome to apply for these roles.
* Access NI criminal record checks will be undertaken for all sessional roles.

For further information about these Sessional Roles, please contact [laura.forte@womenstec.org](mailto:laura.forte@womenstec.org).

**APPLICATION FORM**

**SESSIONAL WORKSHOP STAFF**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male Female DOB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When would you be available to work with us? (Please tick all that apply)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Morning**  (e.g. 8am – 12pm) |  |  |  |  |  |  |  |
| **Afternoon**  (e.g. 12pm – 5pm) |  |  |  |  |  |  |  |
| **Evening**  (e.g. 5pm – 10pm) |  |  |  |  |  |  |  |

**Relevant Qualifications:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relevant Work Experience:**

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**Do you have any hobbies, interests, activities, or partake in any voluntary activities?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***At WOMEN’STEC, we aim to be an inclusive and supportive organisation. We will make reasonable adjustments to make sure that our opportunities or premises do not put anyone at a substantial disadvantage. As per the Disability Discrimination Act, a disability is defined as ‘A physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities’.***

For us to support you best, please indicate if you have a disability or medical condition that may affect your skills or safe working, and/or the welfare of fellow employees or others. Yes / No

If yes, please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What adjustments or support needs (if any) do you require.

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**References:**

Please provide names and addresses of two people who we could contact for a reference. One should be a previous employer.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organisation Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Their role/relationship to you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organisation Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Their role/relationship to you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return completed form by **Friday 15th November 2024** to:

WOMEN’STEC

29 Chichester Avenue,

Belfast

BT15 5EH

[laura.forte@womenstec.org](mailto:laura.forte@womenstec.org)