

# JOINERY FOREMAN ROLE PROFILE

NOVEMBER 2020

## PURPOSE OF THE ROLE

Working for a historic Loughborough company on predominantly heritage projects, this is a hands-on role supervising the small team of skilled craftsmen who produce new wooden components, and restore old items for bell installations. These include smaller items such as wheels, rope-rollers and other specialist gear through to large timber bellframes and other structures, plus pattern-making and pattern repairs for our bronze and iron foundry. The work will involve some standard designs as well as making decisions to create bespoke handcrafted items from a range of hard and soft timbers. The role is ultimately responsible that the team produce the highest quality of finish as these products are designed to have a lifespan of generations. The role is both involved in the hands-on delivery of the work as well as monitoring the output of others.

## RESPONSIBILITIES

- Monitoring work schedules and allocating tasks within the team as appropriate
- Monitoring quality of output and providing feedback and mentoring to team members
- Ordering parts and equipment to meet the production schedule in an efficient manner
- Monitoring health and safety compliance within the team
- Making and assembling hard and soft wood components to established designs
- Pattern making, setting and repairs for Foundry use
- Designing specific items where required
- Delivering bespoke joinery, including louvre windows, boxes and other items requiring cabinet-making skills
- Contributing to the assembly of large bell installations

## INTERACTIONS

This role will operate at a Supervisor level, report to the Production Director, and will be mostly internally focussed.

- Close working with the small team of 3 in the Woodshop where tasks are both individual and shared
- Collaborating with the Design Team to develop the best solutions for customers
- There will be regular contact from other parts of the production and operations teams to ensure a timely coordinated completion of projects
- Some face to face interaction with customers who are visiting our site to watch their items being made
- Occasional work at customer sites (Churches and ecclesiastical buildings throughout the UK) including discussion with customers to achieve the best solutions/outcomes

## WORKING ARRANGEMENTS

- 37.5 hours a week Monday to Friday. We operate flexible hours Monday to Thursday to allow an early finish on Fridays.
- Overtime paid at a rate of time and a third can be available but is not a requirement or expectation.
- The role is based at our foundry in Loughborough but some site working throughout the UK may be required.



- Salary in the region of £25,000 depending on experience plus pension, annual leave and sick leave all above statutory minimums.
- On the job training will be provided.

## THE TYPE OF PERSON WE EXPECT WILL SUIT THIS ROLE

### Technical knowledge and experience

- Experience in joinery, cabinet-making and bespoke furniture design to a high standard of finish
- Experience in a full range of workshop tooling and machinery, including hand tools such as planes, chisels and spokeshaves
- Experience monitoring quality of own and others' output
- Experience mentoring other people and helping them develop their skills
- Experience implementing and ensuring adherence to health and safety requirements
- Experience monitoring output against a production schedule
- Experience working with and machining smaller metal components
- Experience producing accurate work to specific design tolerances
- NVQ 2 Carpentry or Architectural Joinery course or similar is highly desirable

### Skills and Competencies

- Skills in joinery and cabinet-making techniques
- Skills operating a full range of woodshop tools and machinery
- Must be fit and able bodied enough to work in and around bell towers, installations and our site
- Is clear and concise in spoken English and comprehending written customer and job specifications, and demonstrates good numeracy to utilise measurements
- Able to provide feedback in a constructive and encouraging manner
- Shows people new techniques or better ways of doing things
- Works to deadlines and understands the importance of balancing time, cost and quality
- Uses initiative and makes decisions to move activities forward (within the remit of the role)
- Able to represent the Company in manner, appearance and behaviour

### Values and Motivators

- Passionate about the quality and finish of their work
- Wants other people to develop their skills and be the best they can
- Enjoys having multiple activities happening at once
- Enjoys taking ownership and making things happen
- Enjoys occasionally varied work
- Passionate about working in a heritage industry
- Cares about the Company's reputation
- Interested in Churches and bells
- Always wants to deliver on promises to customers
- Prepared to travel occasionally to remote working locations

