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## **GLASS STUDIO ASSISTANT POSITION**

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**We are delighted to offer a new position at The Glass Hub in association with the government incentive 'Kickstart Scheme'. The position is for a Glass Studio Assistant. You will find details of the position, who may be eligible and links for further information on this page.**

The Kickstart Scheme was announced by the Chancellor in the Summer of 2020. It will offer hundreds of thousands of job opportunities for 16-24-year olds over the next two years. The Kickstart Scheme is a 6-month paid job with a local employer, funded by the Government. It provides a fully funded opportunity for young people to gain experience of working.

If you are aged 16-24 and in receipt of Universal Credit, then you may be eligible. For more information visit: <https://jobhelp.campaign.gov.uk/kickstart/> or contact your local Jobcentreplus.

### **Job Description**

We are looking for an enthusiastic young person to join our team here at a The Glass Hub. Their role as Studio Assistant, will be to provide support for our teaching staff plus general support in the day-to-day running of our busy glass school. Duties will include preparing and cleaning equipment for courses and assisting on days when courses are running, often at weekends. On course days tasks will include lighting the furnace, laying out tools and customer hospitality - greeting customers, preparing refreshments and dealing with customer requests. Additional duties will include packing and labelling glass for couriers; basic computer administration such as checking/sending emails and printing documents; answering the telephone and general studio cleaning. Comprehensive training and health and safety instruction for all aspects of the work will be given.

A key responsibility will be lighting our glass furnaces. This is an early morning task, as the furnaces need to be lit at 7am at the latest on days where courses are running in the 'hot-shop' (hot glassmaking studio). Organising, preparing and packing the glass ready for our couriers will be a regular part of the studio assistant's duties. Glass needs to be wrapped and packed carefully so that student's work is sent to them with no damage.

Another important aspect of the work is keeping the studio clean. In this Covid-19 era this is a very important part of our commitment to providing a safe environment for our students, and the successful applicant must be willing to put every effort into supporting our high standards.

There will be a guaranteed 25 hours per week averaged over each month, however, we will ask you to work more hours on weeks when we are busier and less hours in quiet weeks. This will always be in discussion with you. These hours will include weekends as this is when many of our courses run.

There will be an opportunity for our studio assistant to attend glass courses themselves and have use of our glassmaking facilities at staff rates.

## Essential Skills, Qualifications or Experience

- Because of our rural location and early start times on course days, it is essential for the studio assistant to have their own car and full driving license as there are no public transport options.
- Applicants must speak English fluently.
- Applicants must be reasonably fit as some activities are physical and they must be able to lift up to 20kg.

## Employability Support and Training

The successful candidate will be working within a team structure where they will be required to complete set tasks and shared tasks. This will enable them to develop the communication skills necessary to work as part of a team. Through responding to training and completing their duties as defined in their job role, they will gain confidence in their abilities by successfully completing tasks independently and be able to apply skills learned to other tasks.

The role will require successful organisation of travel to work to arrive punctually at agreed times. We hope this will help them develop good transport logistics and time keeping in future employment roles.

Although there will be an average number of working hours per week (25), the scheduling of these hours will vary depending on our course timetable. In this way they will learn to manage a work calendar and be responsible for turning up at the agreed times.

We will offer support to write or improve their CV and provide written recommendation based on their performance with us.

In order to facilitate support, monitoring of their progress and welfare, we will schedule meetings with the trainee to discuss their progress. There will be an initial induction day followed by one meeting every month. Support outside of scheduled meetings will be ongoing, and we would encourage them to raise any issues or ask for help as required. We will periodically request that the trainee fill in an employee satisfaction feedback questionnaire.

We will talk to them about the skills they will be acquiring at the beginning of their placement with us and help them prepare a new CV or give feedback on an existing CV towards the end of their placement in month 5. We will also provide written recommendations for future employers following their work placement with us.

## Who Can Apply?

Jobs from the Kickstart Scheme are open to 16-24-year olds, who are claiming Universal Credit, and are at risk of long-term unemployment. If you have a work coach at your job centre, they will talk to you about the Kickstart Scheme and whether it's right for you.

## How to Apply

Applications must be via your local job centre - Jobcentre Plus. If think you may be eligible you can find more information at <https://jobhelp.campaign.gov.uk/kickstart/> or contact your local Jobcentreplus.