



Cre8

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Job Description – Cre8 Works Supervisor

This job description includes a guide to the work you will be involved in and required to undertake. It may be changed from time to time to meet changing circumstances. It is not a Contract of Employment.

The job carries a Genuine Occupational Requirement (GOR) that the post holder identifies himself or herself as a Christian.

Pay: Grade 3 £18,703 - £21,051

Job title: Cre8 Works Supervisor

Hours: Full time – 37.5 hours per week

Reporting to: Cre8 Works Director

1. Overview of Cre8

The Cre8 Youth and Community Programme began in 2005 as part of the mission of the Churches in Macclesfield. Cre8 continues to receive a good proportion of its support, in terms of both money and volunteers, from people who are involved with Churches in Macclesfield and the surrounding villages. Although Cre8 operates as an independent charity, Cre8 Macclesfield Limited, it is closely connected with St Barnabas' Church on the Moss Rose Estate.

As Christians we believe that the transformation we seek can be achieved through following the teaching of Jesus as the incarnation of God and his concern for those facing disadvantage.

Our values are:

- Care and compassion;
- Social justice;
- Generosity;
- Forgiveness;
- Honesty and trust.

Cre8 is always looking towards developing the skills of young people and young adults, particularly those who live in or around where the projects are based.

2. Job Detail

2.1 Purpose

The purpose of the Cre8 Works Supervisor is to manage the Cre8 Works business on behalf of the Cre8 Works Directors and the Cre8 Trustees. The Supervisor has the responsibility for managing the operations and budget of Cre8 Works, as well as carrying out professional practical work alongside young people and young adults. The Supervisor is a member of the Cre8 staff meetings and provides flexible support to other Cre8 staff, workers and volunteers in their delivery of Cre8 projects. The Supervisor also assists Cre8 in meeting the overall aims of the organisation as outlined in section 1.

2.2 Responsibilities

- 2.2.1 Lead teams of one or two young people/young adults to carry out practical work on site.
- 2.2.2 Plan, schedule and organise work appropriately and manage the operations of Cre8 Works, including timetabling workers.
- 2.2.3 Establish and manage the Cre8 Works budget.
- 2.2.4 Prepare quotations and carry out pricing, invoicing and credit control.
- 2.2.5 Produce operational and financial management reports supported by the Cre8 Finance Officer.
- 2.2.6 Manage the quality control of all the work undertaken by the business.
- 2.2.7 Ensure that all Cre8 Macclesfield's policies and procedures are implemented and work with Cre8 management procedures to ensure collaboration and team work.
- 2.2.8 Complete and document risk assessments for all the work undertaken by Cre8 Works and manage risk within all the activities.
- 2.2.9 Be responsible for Health and Safety within the working environment including the supervision of training, induction, tool box talks, and safety and care.
- 2.2.10 Manage relationships with clients, including scheduling and attending meetings.
- 2.2.11 Attend and contribute towards team and staff meetings, supervisions, appraisals, training, and Directors meetings, as required.
- 2.2.12 Provide written and verbal reports to the Directors of Cre8 Works Limited and the Trustees of Cre8 Macclesfield Limited.
- 2.2.13 Work appropriately with young people, young adults and their families.
- 2.2.14 Promote and maintain Cre8's distinctive Christian ethos in line with the Cre8 Vision and Values.
- 2.2.15 Contribute to publicising and marketing the work of Cre8 amongst its stakeholders.
- 2.2.16 Support other Cre8 projects as required.
- 2.2.17 Help to ensure that Cre8 is an inclusive and supportive organisation.

3. Person Specification (*Tested by: A = Application form; I = Interview; T = Test)

3.1 Qualifications

	The successful candidate should:	Essential/ Desirable	*Tested by A, I, T
3.1.1	Have a reasonable standard of English and Maths.	Essential	[A, I]
3.1.2	Have recognised vocational qualifications relating to grounds maintenance, tree felling and tree care.	Desirable	[A, I]
3.1.3	Have other useful recognised qualifications, for example in health and safety	Desirable	[A]

3.2 Background and Experience

	The successful candidate should have:	Essential/ Desirable	*Tested by A, I, T
3.2.1	Proven experience of working in landscaping and grounds maintenance.	Essential	[A, I]
3.2.2	A UK driving licence.	Essential	[A, I]
3.2.3	A good knowledge of the locality, and/or live locally.	Essential	[A, I]
3.2.4	Experience of working within a team, and leading a team.	Essential	[A, I]
3.2.6	Experience of working with young people.	Desirable	[A, I]
3.2.7	Experience of working within a community-based project environment.	Desirable	[A,I]

3.3 Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	*Tested by A, I, T
3.4.1	Excellent communication skills, and a pleasant and efficient manner, with an ability to present information clearly including preparation of documentation and reports.	Essential	[A, I]
3.4.2	Safe and effective use of garden machinery and equipment.	Essential	[A, I, T]
3.4.3	A proven ability to work on own initiative and to lead and work within a team environment.	Essential	[A, I]
3.4.4	A real passion for enabling young people to reach their potential.	Essential	[I]
3.4.5	Experience in dealing with internal and external customers including allocating limited resources to meet customers' needs.	Essential	[A, I]
3.4.6	Proven experience of maintaining high standards in a customer-driven environment, demonstrating strong customer focus and a thorough understanding of customers' needs.	Essential	[A, I]
3.4.7	Experience of maintaining records in order to ensure the security of resources and document patterns of use.	Essential	[A, I]
3.4.8	Experience of procurement processes.	Essential	[A, I]
3.4.9	Experience of maintaining health and safety policies and procedures.	Essential	[A, I]
3.4.10	An ability to work to given timescales.	Essential	[I]
3.4.11	A reliable, conscientious and professional approach.	Essential	[I]
3.4.12	A smart appearance and positive outlook.	Essential	[I]
3.4.13	Competent in undertaking work based risk assessment for all areas of work	Essential	[I]