Job Description – Shed Supervisor

1. **Title:** Shed Supervisor
2. **Location:** 99c Main Road, Redcliffs, Christchurch
3. **Responsible to:** Trust Board Chair, Sumner Bays Union Trust or delegated representative of the employer.
4. **Functional Relationships:**
   4.1. Formal relationship with the Sumner Bays Union Trust board
   4.2. Formal relationship with the Redcliffs Shed Committee
   4.3. Informal relationship with Community Shed members
   4.4. Links with funding providers
   4.5. Other community groups in the area.
5. **Qualifications and Experience:**
   5.1. Professional experience working in the community sector
   5.2. Experience managing, supporting, and resourcing volunteers.
6. **Skills Required:**
   6.1. Highly developed people management skills
   6.2. Excellent written and verbal communication skills.
   6.3. Excellent networking skills.
   6.4. High level of professional and personal integrity.
7. **Primary Responsibility:**
   7.1. To supervise the Redcliffs Shed.
8. **Specific Duties:**
   8.1. To provide supervision in the workshops.
   8.2. To assist in providing a caring, supportive and welcoming environment in the Shed.
   8.3. To develop and maintain links with appropriate community networks
   8.4. To work in an enabling way with all people
9. **Personal Attributes**
   9.1. Energy and commitment for working with a range of people
   9.2. A sense of humour
   9.3. A high level of personal maturity
   9.4. Clear professional and personal boundaries
   9.5. Well established personal support systems
   9.6. A commitment to and enthusiasm for working in a team