

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