

BLACKHORSE WORKSHOP

PROGRAMMES SUPPORT TECHNICIAN

Blackhorse Workshop (BHW) is looking for a well organised technician to work with our Programmes team, to ensure our workshop and learning spaces are always stocked and well prepared for our courses, youth programme and delivery of events.

The focus of this role is preparation and maintenance of materials, consumables and tools for our programmes (evening and weekend courses, Schools & Youth Programme and occasional community events). This person needs to be well organised, thorough and proactive, and able to implement effective systems of materials management.

Extensive experience as a Wood or Metal Technician is not required, as training will be provided.

Salary: £34,020.00 pro rata (40%)

Working: 2 days a week (Thursday and Friday), 9.15-5.45, plus approximately 1x Saturday per month. Optional overtime teaching on our evening and weekend courses.

Reports to: Programme Manager

Based at: Blackhorse Workshop with no home working.

About Blackhorse Workshop

Blackhorse Workshop (BHW) is a community-focused space for culture, making and creative skills development. We offer a unique, safe, noisy, and collaborative workspace where creatives of all levels, from curious hobbyists to professional makers, work side by side.

With a fully equipped open-access wood and metal workshop, turning studio, education studio, forge, assembly space and café, BHW is home to over 50 creative businesses. We deliver inclusive workshop access, a public course programme, a schools programme with a specialism in SEND support, and an award-winning youth activism programme.

Our mission: to support the development of creativity, skills and community resilience through making together.

Our aims

- To support creatives and makers, with a focus on emerging and underrepresented makers.
- To ensure everyone has access to creative careers and opportunities.
- To respond to community needs within a rapidly changing area, and use making as a tool to bring people together.

The role

The focus of this role is ensuring that Blackhorse Workshop is an effective training space and ensuring that tutors have everything they need to deliver a successful experience for the student. The focus of this role is the preparation, effective management and accurate record keeping of all materials, consumables, tools and relevant machinery for all our programmes, sessions and events.

This role sits within the Programme team, and will also work closely with Workshop Technicians and Youth Team.

Key areas of responsibility for this role:

- **Preparation for courses, youth programme and events**
 - Work closely with the workshop technicians to ensure the machines, equipment and learning spaces are ready for courses
 - Ordering materials, consumables and tools
 - Maintaining tools and machinery required for sessions
 - Preparing materials for each session, 1 month in advance as standard
 - Regular stock checks of materials, consumables and tools, for all programme requirements
 - Adapting to changes in the schedule including cancellations or additional courses
 - Supporting the programme team in the development of new courses
 - Liaising with tutors to ensure they have everything they need and that systems work for them
- **Administration of materials prep**
 - Keeping up to date accurate records of expenditure
 - Use of standard operating systems including Outlook, Word and Excel
 - Leading on organisational systems and stock management
 - Leading on improvements to our supply chain including ethically sourced materials, recycled materials and opportunities to reuse our own waste
 - Development of administrative systems and clear communication with the team
- **General workshop responsibilities**
 - Contributing to H&S culture: ensuring a safe and welcoming environment for all users at all times and modelling best practice
 - Duty tech cover, as required
 - Accident and First Aid response and management
 - Respond to building and workshop maintenance issues
 - Ensuring the workshops, wider building and outside spaces are safe and tidy at all times
 - Working closely with the tech team to identify and progress priorities, raising issues in a timely manner
 - All other tasks as required by Blackhorse Workshop
 - Technical support for Creative Residents

- Working with and delegating tasks to volunteers and work experience placements
- Providing general support to all workshop users, with an emphasis on new members and members from communities underrepresented in the workshop

Personal specification

Essential skills and experience:

- An interest in the learning and training programme that Blackhorse Workshop provides
- Excellent organisational skills and a systematic, meticulous approach
- Experience of working in a small, collaborative team
- Experience of working in a wood or metal workshop environment, confident using industrial machinery and milling, and a willingness to learn where there are experience gaps
- An interest in improving the efficiency of our learning programmes, in terms of both cost and environmental footprint
- Strong knowledge of Health and Safety in this setting and an ability to model best practice
- Excellent communication and interpersonal skills
- Basic ability to use Microsoft office including inputting into spreadsheets
- Collaborative, adaptable, and proactive attitude
- Commitment to embedding inclusive practices, and contributing to Blackhorse Workshop as a welcoming, accessible and inclusive space

Desirable skills and experience:

- Experience as a technician in a workshop or education setting
- Experience of stock management
- Experience of working in a busy setting with many different users and needs
- Experience of teaching practical hands-on courses in any material

Our standard working hrs are 9:15 – 17.45 (with one-hour unpaid lunch). We welcome flexible working requests including flexitime and annualised hours. This role will be required to work occasional evenings and weekends.

You must have the right to work in the UK.

Benefits

- 25 days annual leave plus bank holidays (pro-rated to contracted hours)
- Free access to the workshop
- Discount at our on-site café

How to apply:

To apply, please anna@blackhorseworkshop.co.uk with your CV and a cover letter (up to 2 pages each) outlining how you fit the criteria above and what you would bring to the role. Applications in recorded or video format can also be submitted.

We ask that all applicants detail their wood and metal workshop experience in full, including timeframes, where you have gained this experience and machinery you are confident using. It is not necessary to have prior experience in all elements of our workshop, as training will be provided.

Please complete our anonymous Equal Opportunities monitoring form, <https://forms.office.com/e/0FVELeYuRF>

If you have any questions about this role please feel free to contact rachel@blackhorseworkshop.co.uk in advance.

Deadline for applications: Monday 26th October 2026, 9AM

Interview date: Tuesday 3rd November

Interview questions will be shared in advance, the interview will include a short practical assessment of your confidence and safe use of machinery.

Values & Inclusion

Blackhorse Workshop is committed to building a team that reflects the diverse communities we serve. We strongly encourage applications from individuals currently underrepresented in the arts and cultural sector, including:

- People from Black, Asian and minoritised ethnic backgrounds
- Women, trans and gender non-conforming people
- Disabled and D/deaf people
- Neurodiverse individuals

We are a Disability Confident employer and will guarantee an interview to any disabled candidate who meets all the essential criteria. Please include this in your application.

If you require reasonable adjustments to participate in the recruitment process, we are happy to accommodate your needs.