



Role Profile: Chair-person

Key activities

To represent the Shed as a main point of contact, ensure that meetings are well organised and chaired, guiding the committee and the running and development of the Shed.

Key Skills Required

Good listener, competent speaker, confident.

Role Profile: Vice-Chair-person

Key activities

To support the chair in their role and stand in where necessary.

Key Skills Required

Good listener, competent speaker, confident.

Role Profile: Secretary

Key activities

To organise meetings, write agendas, take minutes, ensure the committee are informed of meetings dates and to deal with committee correspondence.

Key Skills Required

Well organised, good communications skills, able to meet deadlines, able to use office software to use lists, write documents and send emails.

Role Profile: Treasurer

Key activities

To ensure the smooth running of Shed finances, to monitor income and expenditure, maintain financial records, manage budgets and provide financial reports to the committee.

Key Skills Required

Financially literate, good with numbers, attention to detail, able to use spreadsheets to support the organisation of money.

Role Profile: Supervisor/Coach

Key activities

To be present for an agreed session/sessions each week. To welcome members, to ensure that the Shed session runs safely, to coach individuals through techniques and equipment use so they are safe to work on their project work for the day. Signing people off when they are capable and safe to work on equipment or a technique unsupervised. To take the lead in creating activity Risk Assessments and the development of Treatment Plans.



Key Skills Required

Good with people, happy to take responsibility. Familiar with Health and Safety practices. Sufficiently skilled to coach individuals in the use of equipment and techniques, or to support a more skilled person who is coaching.

Role Profile: Safety Officer

Key activities

To ensure that all members of the Shed are aware of their statutory Health and Safety responsibilities. To maintain an awareness of relevant Health and Safety legislation. To support Shed personnel who are performing Risk Assessments and Treatment Plans.

Key Skills Required

Interest in Health and Safety processes and law. Ability to enable others to embrace good Health and Safety practice in what they do.

Role Profile: Projects

Key activities

To be the local focal point for people that request the Shed to make Projects for them. To estimate costs and to agree the price of what we make. Also to develop a programme of activities and products to make within our sessions that we can sell for funds.

Key Skills Required

Good with potential customers, some experience of costing jobs and understanding the value of what we make. Good with numbers.

Role Profile: Grants

Key activities

To Identify where we could apply for Grants, understand grant agencies Critical Success Factors and match them to our objectives and abilities. To apply for Grants, to manage the resulting queries, set up the required metrics within the Shed, and report progress as required.

Key Skills Required

Financially literate, good with Office IT (Word, Excel), good attention to detail.

Role Profile: Membership

Key activities

To develop our Membership. Identify places where we could advertise. To welcome new members and help them settle in to the Shed. Keep membership records updated. To develop our GDPR policy and process, and to develop our Data Protection Policy.

Key Skills Required

Good with people. Able to use electronic membership records.



Role Profile: Social Media/Website

Key activities

To create our Social Media accounts and to develop a method of feeding them with information and updates through the year. To develop our Website and to keep it updated.

Key Skills Required

Comfortable learning web design, good appreciation of Social Media – able to learn how to use it for an organisation.

Role Profile: First Aid

Key activities

To hold a First Aid certificate from an approved provider. To attend Shed Making Sessions regularly and be willing to support people who may need First Aid in the event of an accident. To record necessary details as necessary.

Key Skills Required

Compassionate and empathetic nature. First Aid certificate.