



## Greener and Cleaner Gift Bags Project - Sewing Workshop Assistant roles (multiple) Contractor

**JOB TITLE:** Workshop Assistant (Sewing/Crafts)

**CLOSING DATE:** Wednesday 20<sup>th</sup> April

**SALARY:** £200 per day, 13 days over 26 weeks to September 2022

**CONTRACT TYPE:** Temporary Contractor

**SECTION:** Project Delivery

**LOCATION:** Working from home and also at the workshop venue (either at the Greener & Cleaner Hub upstairs in The Glades, or at another town centre venue in Bromley Borough).

**RESPONSIBLE FOR:** Working with textiles experts to deliver reusable fabric gift bag workshops into our community, reusing fabric and teaching making/sewing skills, with a view to normalising re-use (and repair!)

**HOURS:** 4 hours per event from April to September 2022. Must be able to attend at least 4 of the 26 events.

### **ABOUT THE CHARITY:**

Greener and Cleaner (G&C) was started in 2019 as a community interest company to help bring local people together and make a difference in order to help our planet and the future of our loved ones. In 2021 we achieved charity status and have grown to over 6,000 members and over 100 volunteers who give up their time to teach, help and deliver impactful events to the local community.

### **ABOUT THE WORKSHOP ASSISTANT ROLE:**

Greener and Cleaner (G&C) are looking for a number of Workshop Assistants to help implement and deliver a recently funded workshop project re-using fabrics and assisting the teaching of sewing skills to deliver re-useable gift bags. The Workshop Assistants will be available to support at least 4 out of the 26 events. They will understand the need for environmentally friendly alternatives to wrapping paper and be competent to make patterns for the gift bags in advance sent out by the Workshop Teacher and help all attendees of

differing abilities during the workshop. The workshops will take place in the Borough of Bromley from April to September 2022. Note: They will not need to design the patterns.

The temporary contractor will be a sole trader or Limited Company outside IR35, on standard G&C terms (with contract allowing for future re-engagement for similar services if both parties are amenable by addition of an additional Schedule of Work).

**Please note: The contractor will be subject to a reference and enhanced DBS check, in line with Greener and Cleaner's Safer Recruitment policy.**

### **PERSONAL SPEC**

The right contractors will be experienced and confident sewers, capable of using machines and comfortable with basic hand sewing. They will feel comfortable and confident with the idea of helping the Workshop Teacher with teaching groups of adults (16+) and/or 14-20 years olds (NB we hope to have 1-3 volunteers to assist at each event but they will not necessarily be confident sewers).

- A confident and experienced machine and hand sewer;
- Ideally a Bromley resident or Business that is based in or has operated in or provided services in Bromley (or otherwise a resident or business based in S.E.London)
- Experienced and/or comfortable with supporting with the teaching of adults (including elderly, disabled, and over 16s);

### **DUTIES AND RESPONSIBILITIES:**

- Support the lead Textiles expert to explain the benefits of reducing wrapping paper waste, old fabric and clothing waste, by learning how to sew and make reusable gift bags
- Demonstrating how to sew the x2 reusable gift bag patterns provided by the teacher.
  - one pattern which is easier to cut and hand sew/finish and may involve upcycling (e.g. using pillow case, shirt sleeve, etc);
  - one pattern which requires the sewing machine, with i) a basic beginners pattern; and ii) an add on element to increase complexity for intermediate and expert sewers;
- Preparing and/or pre-making a few simple gift bags so those lacking in confidence or who physically can't use a machine can still hand sew or decorate something lovely/useful
- Helping the teacher create the homework sheet
- Ensuring competency making the gift bags themselves and then guiding others at the workshop, sharing any top tips with the teacher, volunteers and attendees;
- Preparing any fabrics and trimmings to donate to the workshop of relevant size and type, old clothes etc (we will be aiming to collect as much as possible).
- Helping to set up for the workshops and pack up
- Helping the teacher talk attendees through a short feedback survey at the end of the workshop, to be filled in and returned before leaving.

If you think you might be interested and meet most of our requirements, please send a summary of experience or CV to [gcbbjobs@gmail.com](mailto:gcbbjobs@gmail.com) to express an interest.