

Developing Community – Deepening Spirituality – Demonstrating Compassion

## POSITION DESCRIPTION

### CareWorks Sewing Supervisor (CALD)

**POSITION TYPE:** Permanent Part-Time (25hrs week) over three consecutive days per week.

**MINISTRY FOCUS:** Developing Community

**APPOINTMENT:** CareWorks Executive Officer

**ACCOUNTABLE TO:** The CareWorks Sewing Supervisor is accountable to the CareWorks Executive Officer.

**AUTHORITY:** The CareWorks Sewing Supervisor has the authority to act and make decisions necessary to fulfil the key responsibilities listed below subject to these limitations:

- Expenditure must be consistent with the adopted Budget, adhering to the Purchasing Policy & Procedures, and in times of financial constraint in consultation with the CareWorks Executive Officer.
- Compliance with appropriate government legislation, policies of Churches of Christ Victoria and Tasmania, and policies and guidelines of Northern Community Church of Christ and Northern Community CareWorks Ltd.

#### KEY RESPONSIBILITIES:

The CareWorks Sewing Supervisor will:

- Provide Work for the Dole and Volunteer tasks according to the Work for the Dole Host Agreements, Activity Risk Assessments and Volunteer Agreement;
- Develop and oversee the Sewing Group Project including correspondence, project outlines, timelines, communication, budgets, payments and delivery;
- Provide supervision of Work for the Dole participants and volunteers in the activity;
- Ensure all project activities, information, training and tasks are culturally relevant to people from CALD background and the participants level of experience;
- Ensure training within the Sewing Room is aligned with relevant industry requirements and expectations;
- Maintain appropriate Occupational Health and Safety in the work area including supply and use of all appropriate personal protective equipment;
- Manage Sewing Room's online presence, online sales, marketing and promotion;

- Maintain sewing room and op shop displays ensuring the spaces are visually contributing to and supporting sales, are safe, clean and easy to access;
- In partnership with the Op Shop, provide financial oversight for all transactions and records of payment;
- Model and maintain quality standards of customer service within the sewing room, providing information, advice and assistance to customers;
- Pursue and oversee donations of fabric and accessories and maintain donor relationships.
- Oversee equipment maintenance, including problem-solving, servicing and repair;
- Opening and closing of premises and associated security;

In addition to the above, the responsibilities for the role of CareWorks Sewing Supervisor include:

#### **LEADERSHIP**

- Provide leadership in the purpose and direction of the Sewing Room and the Sewing Group Project while enacting best practice from the tailoring, manufacturing and fashion industry.
- Provide feedback on best practice to CareWorks Executive Officer;
- Develop Sewing Room procedures and policies with the CareWorks Executive Officer.
- Participate and contribute to monthly CareWorks Supervisor meetings;
- Oversee Sewing Room inductions as needed to welcome new workers, discuss any policy or procedural changes or provide training and centre updates.

#### **ADMINISTRATION**

- Ensure sign in and sign out procedures are followed for both Work for The Dole participants and volunteers including update of the Work for the Dole APP at the end of the day;
- Provide reports and updates to the CareWorks Manager as required;
- Develop promotional resources (including print and electronic media) to communicate Sewing Room services and events;
- Loss prevention;
- Ensure that, wherever possible, upon vacating the position, the outgoing Sewing Room Supervisor gives a detailed handover to the Ministry Team Leader on responsibilities, processes, access to relevant logins and passwords, and pass on any other relevant documentation and information.

#### **FINANCIAL**

- Ensuring the appropriate budgetary and expenditure information related to this activity are directed to Management or Finance Team;
- Maintain primary responsibility for expenditure according to the Northern Community Church of Christ and Northern Community CareWorks Ltd.

#### **POLICY & PROCEDURES**

- Abide by Northern Community Church of Christ's various Policies. Attend and participate in any OHS and Emergency Evacuation Training as well as report hazards, incidents and accidents in accordance with Northern Community Church of Christ's OHS Policy

## **QUALIFICATIONS**

- Highly developed interpersonal skills, with the ability to relate delegate to and motivate a broad range of people;
- A deep understanding and experience of the support needs of people within a CALD demographic;
- Demonstratable experience in the Textile and Clothing Industry and equipment with a focus on dressmaking and alteration;
- Preferred training in the Textile and Clothing Industry, such as a Certificate III in Clothing and Textile Production or Certificate IV in Textile Design, Development and Production;
- Experience in supervision and training;
- Experience in the Social and Community sector preferred;
- Ability to take the initiative and work autonomously as well as in a team setting which includes volunteers and staff;
- Maintain confidentiality and the appropriate handling of sensitive information;
- Not easily flustered;
- Financial competent;
- Ability and commitment to self-care and personal development;
- A current Federal Police Check and a Working With Children Check.