

COME JOIN US AT **KWMC**★ THE FACTORY

JOB ROLE: **KICKSTART – GENERAL ASSISTANT (CREATIVE TECHNOLOGY).**

To apply for this job, you must be claiming Universal Credit and 16 to 24 years old.

WHO ARE KWMC THE FACTORY?

KWMC The Factory is a community focused digital makerspace in South Bristol, part of and is a space for making, digital manufacturing and product design.

Based at Filwood Green Business Park, KWMC The Factory supports a diverse community of creative people, businesses and local residents to develop new skills, create and test new products and prototypes, and connect with others.

We offer a range of facilities including laser and CNC cutting and product design (such as 3D printing) and prototyping services. The Factory also offers a programme of memberships, creative training courses and volunteer opportunities, providing support and advice for those looking to develop these new skills into a career or business of their own.

JOB PURPOSE

To support the day to day running of KWMC: The Factory and support workshops that use the creative technology. Key responsibilities and duties for this role include:

- Front of house/reception duties (Tours, welcoming visitors, ensuring sign-in completed)
- Administration (database entry, responding to general enquiries, risk assessments)
- Supporting creative technology workshops (assisting facilitation, supporting participants, documentation)

OTHER SKILLS AND OPPORTUNITIES THAT CAN BE DEVELOPED:

- Learn more about administration and operations
- Communication
- Training in facilitation and supporting workshops
- Understanding and use of creative technology and equipment (such as laser cutter & 3D printer)
- Be part of a network of other Kickstart placements in Knowle West Community

SKILLS NEEDED

- Keen to learn
- Practical and pro-active approach
- Problem solver
- Good communication skills
- Passion for creative technology and sustainability
- We're looking for a people person keen to develop tech skills and willingness to get stuck in to a range of different things.



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WORKING HOURS

3 full days with flexibility.

HOURLY RATE

National Minimum Wage.

CLOSING DATE

27th October 2021.

ADDITIONAL EMPLOYABILITY SUPPORT

Our Kickstart Trainee will take part in a national development programme, delivered by Koreo, a social enterprise that mobilises talent to create social change. Through a mix of self-directed and facilitated learning, the trainee will be supported to develop employability skills, build networks and join part of an extensive community of young people kickstarting their careers in the community development space.

This placement will also be part of the local Knowle West Cluster, where the trainees will have the opportunity to be part of a wider network across the community. They will meet other trainees and work with other organisations to gain more skills and find out more about the area and opportunities within it.

The trainees will also have a mentor who is overseeing the programme to support their development.

HOW TO APPLY

[Head to this link.](#) You need to sign in to your Universal Credit account and send a journal message to your work coach, telling them you would like to apply for this job.

Copy and paste the following information:

I would like to apply for the following Kickstart Scheme job:

Job ref: V0000329554

Job title: General Assistant (Creative Technology)

Employer: Knowle West Media Centre

Postcode: BS4 1ET

ANY QUESTIONS?

If you have any questions then please email dot@kwmc.org.uk and she will be happy to help.

