Job Opportunity: Works Manager for Barley Studios Ltd, York

Job type: Full-time (40 hours per week)
Contract: 6 month probationary period, with the possibility to make permanent
Salary: £ 10.00 - £ 12.00 per hour depending on experience.

Barley Studio is an SME in the construction sector, specialising in stained glass. The Studio is delighted to advertise a new role as Works Manager (40 hrs per week) within our expanding team. We are looking for an enthusiastic, organised and dedicated person with an interest in art, craft and heritage. This exciting opportunity is open to applicants with any relevant experience, at any stage of their career.

Please respond to office@barleystudio.co.uk with your CV and covering letter telling us why you would like this role. Closing date is 20th June with shortlisted candidates invited for interview thereafter, date to be confirmed.

About Barley Studio

Barley Studio was established by Keith Barley MBE in 1973, and has an international reputation for excellence in stained glass creation and conservation. The multi-skilled team, headed by Managing Director Keith Barley and Creative Director Helen Whittaker, includes ICON accredited conservators, painters, glaziers and metalworkers. You can find out more about our work on our website at www.barleystudio.co.uk.

What you'll be doing

Our team of talented craftspeople is engaged in a wide variety of large and small-scale projects. We create and conserve stained glass windows and associated metalwork for modern and historic buildings across the UK and beyond. You will be involved in planning and managing our projects, from dealing with enquiries, pricing, scheduling and project managing to reviewing processes and performance.

You will manage projects and processes in the Studio and on site as well as assisting and supporting colleagues with the organisation and maintenance of the studio and its equipment. This is a responsible position requiring a certain level of confidence, but you'll be working with and supported as part of a team.

Who we're looking for

To be successful in this role, you will need:

- Formal vocational/professional qualification in project management and/or relevant previous experience
- Evidence of good practical and problem-solving skills
- Demonstrable interpersonal skills
- Demonstrable organisational skills, with ability to prioritise across multiple work streams
- Good written and verbal communication skills
- Computer literate, ideally with experience of project management, Photoshop, CAD and Office software (Word and Excel)
- Ability to work as part of a team, sharing learning and ideas
- Ability to work at height from scaffolds and ladders (training will be given)
- Current driving licence.