Job Title:	**Cobalt /Ernie/Ernest Building Assistant**	**Working Hours**	30 hours Tues, Weds, Thurs 9-5pm (This could be flexible & may be increased to full time in the future)
Location:	Cobalt Studios / 10-16 Boyd Street, Newcastle, NE2 1AP		
Co Manages	n/a	**Date:**	15.06.23
Collaborates	The wider Cobalt, Ernie & Ernest team	**Responsible To**	Mark Collett
Salary	£23k-£30k pro rata depending on experience		

Job Benefits/ free entry to Cobalt events, free coffee, access to reduced co-working day rate if the space has room, homecooked plant-based meal on many shifts

COBALT IS COMMITTED TO DIVERSITY AND WE ARE ACTIVELY SEEKING APPLICATIONS FROM THE LGBTQ+IA COMMUNITY, PEOPLE OF THE GLOBAL MAJORITY, MARGINALISED GENDERS AND BACKGROUNDS OF ALL SORTS THAT MAY HAVE MADE APPLYING FOR JOBS HARD IN THE PAST.

We pledge a safe, caring space to work in with hearts & minds open to learning how we can be continually improving employers and a great team.

Applying? / We can accept applications in the following formats

1. By email to hello@cobaltstudios.co.uk
2. By sending a video or voice note to hello@cobaltstudios.co.uk

We would like to know what you can bring to the job and why you would like it**,** following this, if we deem you a suitable candidate an interview will be arranged.

Job Description/Person Specification

Cobalt is a complex & multi-faceted not for profit, community interest organisation established to nurture communities and to provide affordable, accessible, inclusive culture for all. We provide affordable artists' studios, co-working, meeting rooms, music, arts and education events. In addition, we have further studios and a hospitality offer in development over the next year.

We are a very hands-on DIY organisation with a tiny team working across a wider range of jobs and taking a very broad approach to working in many different ways, often learning skills as we go in order to deliver an ever evolving and very creative project.

Ernest is a busy hospitality business established in 2012 and under current ownership since 2015. Ernie is a small shop and deli dedicated to making better choices that are kind to people and planet which means we sell products chosen for their sustainability, their locality, their seasonality, their lack of chemicals, low or zero packaging and

more. Both Ernie and Ernest are run by the same directors as Cobalt and although they differ in their governance set up as a usual business, they both display many of the same ethical values around community as Cobalt.

All three businesses have been designed and built by director Mark Collett. Mark is a time served crafts person and has extensive self-taught knowledge across multiple disciplines including design, lighting, audio, electrics, plumbing and the general maintenance involved in busy businesses. Mark follows a strict green agenda as a dedicated seeker of second-hand materials/kit/equipment and a repairer of everything and believes that land fill is the worst-case end scenario.

We are seeking a dedicated, reliable, and physically able person to support Mark in all aspects of building and maintenance across the three premises. Regular maintenance of the premises, fittings and machinery will take up around 50% of the weekly work while current expansion plans, the conversion of shipping containers to the rear yard at Cobalt, will occupy the rest. There will all be some driving work necessary in the day to day delivery of hospitality.

Key Responsibilities: (The job involves the following, but this is not an exhaustive list and may change & evolve over time)

- Supporting Mark in all aspects of building & maintenance
- Taking a lead of many areas of general maintenance across all three premises
- Repairing machinery and equipment
- Deep cleaning, decoration, ordering and tidying.
- New building and renovations
- Driving: deliveries and collections.

Person Specification:

Key Characteristics

You will be reliable**,** self-motivated, hardworking and pay attention to detail with a deep understanding of and commitment to our ethos and values. You will be able to be self-sufficient and happy to strike a balance between collaborative working and self-led work. You must be open to and motivated by learning from Mark as well as using self-taught learnt skills.

Other required characteristics include resourcefulness, flexibility, collaborative, creative thinking, and care in all aspects of work and the ability to cope under pressure, in a calm and efficient manner and to set deadlines. Hospitality, and the tight nit community that has formed around Ernest and Cobalt, can often be chaotic and very demanding so an understanding of this will at times be necessary to navigate more challenging work times.

Key Skills Required.

You will be able to demonstrate the following.

- Strong practical physical ability
- Ability to identify issues & problem solve.
- A desire to learn.
- Evidence of organisational skills.
- Evidence of strong work ethic.
- Visually and materiality awareness
- Patience
- Basic IT administration skills, word, excel, outlook etc.
- Can effectively manage own workload prioritizing tasks according to the needs of the businesses.

- Self-awareness, authenticity, and openness.

Required Skills

- Experience and / or qualifications in making, building and joinery.
- Driving licence (or current engagement with learning)
- Punctual
- Ability to identify issues & problem solve.
- A desire to learn.
- Evidence of organisational skills.
- Evidence of strong work ethic.
- Visually and materiality awareness
- Patience
- Basic IT administration skills, word, excel, outlook etc.
- Can effectively manage own workload prioritizing tasks according to the needs of the businesses.
- Self-awareness, authenticity and openness.

Desirable Skills

Any of the following skills would be helpful.

- First aid
- Plumbing or electrical experience and / or qualifications.
- An interest in design and drawing.
- Experience of developing, implementing and maintaining systems and procedures
- Evidence of commitment to culture.

General

- Engaging in appropriate behaviour at all times, to represent the business in a positive light, upholding company ethos and values at all times including quality service, quality product, and creating a convivial, friendly, kind, warm place to work and visit and care for the planet.
- To support, develop and uphold the companies policy for zero waste
- To support, uphold and develop the companies policy for diversity and inclusion
- To make a positive contribution to a collaborative team, working well together with the wider Cobalt team as well as Ernest/Ernie and with the business owners

Legal responsibilities and policies:

- To adhere to the Company's Employment Policies and Procedures, including the Company's Health & Safety Policy and any other policy that may be in force from time to time.
- To buy in to the Company's ethos and understand the broader interests of the Company's business.
- To undergo appropriate training as required by the Company.
- To understand, maintain and promulgate the workplace ethos at all times whilst undertaking your duties and responsibilities.

It is the intention that this Job Description is seen as a guide to the major areas and duties for which the jobholder is accountable. However, the business may change, and the jobholder's obligations may vary and develop. This Job Description should therefore be seen as a guide and not as a permanent, definitive and exhaustive statement.
