



Combe Mill Society - Role Description

Date: November 2010

Issued by: _____

Role Description: : Senior Blacksmith

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1. **Principal tasks:**

Ensure the forge area is maintained by volunteer blacksmiths in a clean and safe condition

Maintain adequate stocks of coke and steel

Regularly assess that the selling price of items covers the cost of materials used

Advise the Board of best practice in dealing with visitor queuing at the forge

Develop new 'products' that visitors can make or purchase.

Demonstrate forging and blacksmith techniques to members of the public, especially to children.

Prepare estimates for enquires received for bespoke ironwork – assign most appropriate volunteer blacksmith to the task

Ensure that volunteer blacksmiths receive adequate training and that only those volunteers that are competent carry out hands-on activities with the visiting public

2. **Financial responsibilities (if any):**

Necessary expenditure on the running of the forge may be incurred up to a value of £50 per transaction without prior approval. Expenditure above this value is to be reviewed and approved by the Treasurer and at least one other Director.

3. **Health & Safety**

Be fully aware of, and operate, all relevant health & safety requirements

Responsible for: your own safety and those around you

General: comply fully with the Health and Safety Policy and procedures of the Combe Mill Society

Assist the Compliance Officer in conducting occasional risk assessments.

Provide brief for use by other blacksmiths to give the public before each activity session.

NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.