

# GRANBY WORKSHOP

Aspen Yard  
1 Aspen Grove  
L8 0SR

Dear Applicant,

Thank you for expressing an interest in the studio manager role at Granby Workshop!

Please find attached a job description and person specification which includes you full details of the role and our expectations. You can also find more information about Granby Workshop on our website [granbyworkshop.co.uk](http://granbyworkshop.co.uk).

The job will be offered on a full-time contract ranging between £29,670 - £32,712 pa depending on experience.

If you would like to apply, you should send through the following to [jobs@granbyworkshop.co.uk](mailto:jobs@granbyworkshop.co.uk)

- Your most recent CV
- A covering letter, telling us:
  - Why you are interested in the role
  - Explaining how you meet the knowledge, skills and experience criteria listed in the job information.

Applications should be submitted no later than 5:30 pm on Friday 6th October. It is expected that interviews will be held at our office in the week commencing 23rd October.

If you have any queries about the application process, please do not hesitate to email us [jobs@granbyworkshop.co.uk](mailto:jobs@granbyworkshop.co.uk)

We look forward to hearing from you!

With best wishes,

Takiyah Daly  
Executive Director at Granby Workshop

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## STUDIO MANAGER

**Salary:** £29,670 - £32,712 pa depending on experience

**Contract:** Permanent, 5 days a week

**Hours:** 9 - 5:30pm, Monday - Friday

**Probation Period:** 6 months

**Location:** Office based at Aspen Yard

**Annual Leave:** 28 days including Bank Holidays, plus additional Granby Workshop Winter closure period from 24th - 31st December

**Start Date:** November 2023 - January 2024

## ABOUT

Granby Workshop is an employee-owned, design-led manufacturer of recycled tiles and architectural surfaces. We are a CIC based at our Aspen Yard site: a vibrant space in Liverpool 8 shared with studios for local businesses.

We enjoy working collaboratively and we believe in the power and joy of making beautiful products by hand. Our products are designed through extensive material investigations. We believe in the creative potential of manufacturing and use techniques that introduce change and randomness to the production line, so that no two products are ever the same. Our unique ceramics make distinctive and playful additions to buildings and interiors all over the world.

## THE ROLE

We are looking for an energetic, experienced studio manager to join us in this pivotal new role overseeing daily operations and contributing to the continued success of Granby Workshop. You will be responsible for the smooth and efficient daily running of the business. You will work as part of a small team and your responsibilities will span across client communication and building positive relationships with architects and interior designers; team communication, organising operational admins and contributing to a warm and productive working environment.

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## RESPONSIBILITIES

### Operations

- Task management and daily prioritisation
- Managing and organising admin team members
- Inputting project data into CRM software
- Facilitating the sales pipeline workflow: swift sample dispatches, prompt email responses and phone enquiries.
- Designing and improving current operational workflows and processes
- Overseeing and upholding quality customer service at Granby Workshop
- Raising and paying invoices
- Inventory management for sample stock and small orders using woocommerce
- Tracking and ordering packaging materials and other non-production consumables

### Communications

- Building positive client relationships with architects and interior designers
- Fielding information to ensure effective communication across Granby Workshop
- Managing customer and client communications for live projects and orders
- Managing and organising Granby Workshop email inboxes
- Overseeing content scheduling for social media and website updates

### Office + Aspen Yard

- Arranging regular cleaning and maintenance contractors
- Taking monthly metre readings for energy suppliers
- Ordering office and communal studio area consumables
- Overseeing Aspen Yard tenant and studio communications

### Miscellaneous

- We are a small team and have a shared understanding that all staff members will take a hands-on role, working together to undertake and share additional tasks which may be necessary to enable the company to deliver on projects and objectives on time.

## PERSON SPECIFICATION:

### Essential Skills

- Superb communication and listening skills
- People management experience
- Warm, thoughtful and approachable

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- Self-motivated, proactive and resourceful
- Ability to work in a small, diverse team and contribute to an open, supportive and enjoyable work culture
- Excellent organisational and time-management skills with the ability to prioritise tasks appropriately and work independently
- Experience of managing internal systems like Dropbox, Google Drive, Excel, Invoicing software etc.
- Pride and enjoyment in doing things well
- Ability to absorb technical information and articulate it in a clear way
- Minimum 2 years in a similar role

## **Desirable Skills**

- Familiarity with the architectural and interior design world
- Enjoyment of the products we make
- A personal connection to Liverpool 8
- Design experience is a bonus