

Groundwork London Job Description



Job Title:	Upholsterer
Responsible to:	Loop Project Manager
Responsible for:	Volunteers
Location:	The Loop @ Grahame Park and other locations as required

Job Background:

The Grahame Park LOOP is a reuse hub designed to help communities recycle and reuse more household goods, which reduces fly-tipping and the amount of waste sent to landfill sites. The hub is located on the Grahame Park Estate in Barnet. The Loop comprises of a workshop and retail store which brings reused/sustainable and affordable furniture to Grahame Park Estate, Colindale and the wider Barnet Community.

The Upholsterer will primarily work with volunteers to repair and re-upholster donated sofas, chairs and other goods, ready for sale, including cutting fabric, fitting foam and padding, sewing materials, and assembling finished products while maintaining quality and safety standards. The upholsterer will further support wider LOOP shop functions, such as collection and delivery of donated / sold items and shop organisation / sales.

Main Objectives

The post-holder will:

- Re-upholster and repair donated furniture ready for sale including cutting fabric, fitting foam and padding, sewing materials, and assembling finished products while maintaining quality and safety standards.
- Assess incoming donations on repair and sale ability
- Coordinate and teach volunteers in upholstery skills
- Lead and ensure adherence to health and safety tasks within the upholstery studio
- Support the delivery of corporate and public events and workshops
- Support team with wider LOOP shop tasks, such as collection and delivery of furniture

Upholstery

- Assess incoming donations on repair and sale ability
- Remove old coverings and prepare furniture frames
- Repair frames, springs, webbing, and padding
- Produce basic patterns for volunteers to follow
- Operate sewing machines and upholstery tools
- Install foam, padding, and cushioning
- Ensure high-quality finishing and attention to detail
- Lead and ensure adherence to health and safety tasks within the upholstery studio
- Work to production deadlines
- Communicate with customers and wider LOOP staff where needed

Volunteer coordination and training

- Coordinate volunteers with upholstery tasks:
 - Identify task suitability
 - Lead and record volunteer induction in upholstery tasks

- Train and supervise volunteers using upholstery tools
- Establish and lead a health and safety culture in the upholstery studio
- Adapt volunteer tasks according to volunteer motivations and interests

Other tasks

- Support the wider LOOP team with the collection / deliverer of furniture items across North London and surrounding areas, utilising Groundwork vehicle. Deliver and collect items into / from resident households.
- Support the wider LOOP team with loading and unloading of furniture, following correct manual handling procedures / practises.
- Ensure donations and deliveries are removed and delivered safely and securely to ensure Donor and Client satisfaction.
- Support day to day operational activities of the retail store, including shop floor organisation, window displays, backroom storage organisation, interacting and assisting customers and completing customer transactions on LOOP sales system.
- Support corporate and public events, workshops and activities taking place at the Loop.
- Open and / or close the store as required, following appropriate store procedures.
- Adhere to health and safety and waste management procedures within the LOOP and when completing deliveries and collections.

Other Responsibilities:

- Contribute to a 'can do' attitude. Be proactive in contributing to success of the Loop
- Work with due regard for Groundwork's core values and objectives.
- Undertake training to develop work related skills and knowledge.
- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Director.
- Work with due regard for Groundwork's core values and objectives.
- Ensure the effective implementation of and adherence to, the Trust's Diversity, Equal and Inclusion policy and Health and Safety policies and procedures.
- All staff; the Board and volunteers will actively support in their daily operations and duties Groundwork London's Environmental Management System and carbon reduction.

Personal and Professional Development:

- Participate in the Groundwork London Performance Management and Appraisal process, and agree short-, medium- and long-term goals with line manager, and direct line staff.
- Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met.
- Share best practice and achievements and actively seek opportunities to present outcomes and case studies.
- Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust's training and development programme.

May 2026

HR: 201/1303

Person Specification – Upholsterer

Note to Applicant: When completing your application form, you should demonstrate/evidence your experience, knowledge, skills & education in your application based on these criteria for the post.

Criteria			Essential or Desirable	Application	Interview	Task	Certificate
Experience & Skills	1	Proven upholstery skills	E	✓	✓		
	2	Knowledge and interest in reuse and furniture upcycling	D	✓	✓		
	3	Ability to use upholstery hand and power tools	E	✓	✓		
	4	Sewing and pattern-cutting skills	E	✓	✓		
	5	Strong attention to detail	E	✓	✓		
	6	Knowledge of fabrics, leather, and upholstery materials	E	✓	✓		
	7	Physical ability to lift and move furniture	E	✓	✓		
	8	Experience of supervising and coordinating the activities of volunteers	D	✓	✓		
	9	Understanding of health and safety requirements in upholstery tasks, manual handling and workshop/storage areas	E	✓	✓		
	10	Able to work effectively with minimal supervision and use initiative in resolving day to day challenges	E	✓	✓		
	11	Reliable and punctual	E	✓	✓		
	12	Good verbal and written communication skills	E	✓	✓		
Other requirements	13	Satisfactory Driving license check; at a level to drive a van	D	✓	✓		
	14	A commitment and understanding of Groundwork London's equity, diversity and inclusion in practice	E	✓	✓		