

Job Title: Workshop Manager

Location: Pinfold Road, LE4 8AS

Department: Manufacturing

Position Reports to: Manufacturing Operations Manager

Direct Reports: Patination Team (8) & Stock Controller

Company Overview:

With an uncompromising commitment to British manufacturing, Soane Britain's mission is to design and make enduring and life-enhancing furniture, lighting, fabrics and wallpapers through collaborations with a network of the finest craftspeople in Britain. Soane combines responsibly sourced, high quality materials and superb workmanship to ensure our designs endure for generations.

Our talented team is based in offices and workshops in Leicester and the West Country and showrooms in London and New York. For more information, please visit www.soane.com or join our social media platforms Pinterest and Instagram.

Purpose of the Position:

The role will be responsible for day-to-day management of our lighting workshop, ensuring the production schedule is accurately maintained. Communicating with both internal and external departments and workshops, you will accurately and effectively oversee the running of the workshop, including stock control and scheduling, through to final agreed QC specifications, on time and budget.

Soane is committed to expanding its operations in Thurmaston and this newly created role will offer the opportunity for the successful candidate to grow with the business.

Due to the nature of the small team at Leicester the role will require a can-do attitude, and the candidate must not be afraid to get stuck in with the task at hand, be enthusiastic and self-motivated. This role is suitable for someone with a keen eye for detail and the ability to achieve the excellent standards for which Soane Britain is well known.

You will have direct line management responsibility for a growing team, currently comprising the Patination Team of 8 members, and 1 Stock Controller, with plans to expand in line with business growth. Strong leadership skills and experience managing people in a manufacturing setting are essential.

Duties and Responsibilities:

- Supervision and coordination of workshop team members with the vision to continue to grow the team over the coming years
- Ensure all orders as are completed one week before the ship date through overseeing the successful implementation of the production schedule
- Conduct regular one-to-ones and team meetings to ensure engagement, productivity, and adherence to company values
- Lead performance management and personal development planning within the team
- Support recruitment, onboarding and training of new team members to support workshop growth
- Maintain an accurate, achievable and well communicated production schedule
- Perform pre quality inspections on all orders and work with Quality Control to resolve any quality related issues
- Maintain relationships with existing workshops and suppliers to ensure delivery dates and quality are achievable
- Work with the stock controller to ensure stock levels remain accurate and sufficient
- Approve high value invoices in a timely manner
- Provide Finance with accurate timesheets monthly
- Provide accurate monthly output figures
- Ensure machinery and equipment are operated and maintained to maximise utilisation
- Prepare the workshops for client visits
- Provide estimated cost for bespoke projects
- Maintaining a safe working environment at all times by ensuring H&S standards are met

Qualifications for the Position:

- Proven line management experience within a manufacturing environment is essential.
- Minimum 4-5 years' experience in a similar role withing manufacturing environment, preferably lighting and/or furniture

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- Experience of using Microsoft Office based programs and SAP or a similar ERP system is desirable
- Strong collaborative skills and be a confident and capable communicator
- Be able to work to deadlines with strong planning, prioritisation, time management and problem-solving skills
- Possess a keen eye for detail, with an appreciation for the highest quality craftsmanship and materials
- Experience of finishing processes welcome (hot and cold patination)
- Experience of electrical wiring welcome
- Interest and existing knowledge of luxury furniture and lighting an advantage

For details of Soane's benefits, including long term service benefits, please refer to the current Benefits Sheet.

Date: 09/04/25

Written By: P. Nelson

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