



Production Coordinator

About us

Second Stitch is a not-for-profit social enterprise that celebrates the unique skills, traditions and stories of refugees, migrants and people seeking asylum. Our textile studio and shop are based in Coburg, where all the magic happens, and where you'll be based.

Some of the many things we do:

Training and employment – We create pathways to employment for migrant and refugee women by providing accredited training in Clothing and Textile Production, customer relations and business skills.

Products and gifts – We produce the most beautiful hand-made products, that are all designed, cut and sewn in house from new and up-cycled fabrics.

Alterations services – Our professionally trained and mentored seamstresses are available for custom jobs, repairs and alterations.

Who we're looking for

We're looking for an enthusiastic and experienced Production Coordinator to join our busy Production team. You will be responsible for managing the complete production process. This position will be best suited to a hands-on and proactive person who has the ability to lead a busy production team while also being flexible and willing to jump on a machine and do the job if required.

Roles and Responsibilities

- Coordinate and implement the development/expansion of the production wing of the enterprise – both internally led and external clients
- Manage our team of seamstresses and their schedules
- Ensure smooth processing from design to production, (including sampling) with details completed and deadlines met
- Manage the scheduling and completion of production orders when required
- Build and maintain close working relationships with suppliers and liaise with new and existing clients
- Order and prepare materials required for production
- Provide insights on pricing and product viability
- Help train our seamstresses and monitor CMT
- Assist in tracking the workflow and solving production issues
- Ensure quality standards and regulatory requirements are being met
- Ensure machinery is being used correctly and overseeing servicing when required



- Liaise with external designers and consultants relating to the development of product ranges and offerings
- Provide supervision and support for the clothing alterations and repair service and mentor staff
- Support our students and other volunteers to engage and develop their skills within the enterprise
- Develop and maintain relevant administration and data recording
- Product development
- Support the smooth operations of the studio and its various programs
- Fulfil certain requirements of grant and funding programs if and when they present themselves
- Provide input for opportunities to grow the profile of the enterprise and wider organisation
- Link up and liaise with industry stakeholders and bodies if required

Qualifications Knowledge, Skills and Experience

- Relevant experience in garment and product construction
- Demonstrate an understanding and experience in textile production and basic business principles
- Experience in leading a team
- Ability to show initiative and be a creative thinker
- Ability to work independently as well as collaboratively in a team

Desirable

- Local manufacturing experience
- Exposure and experience working in a multicultural environment with an understanding and empathy with issues faced by migrants, refugees and people from a non-English speaking background would be highly desirable

You'll be important to the success of our social enterprise.

We'll rely on you to support and lead the team to be able to produce great products and services for our students and customers.

This role requires working with a very diverse team and student cohort, being culturally aware, patient and kind are essential to the role.

To apply for this position please email your resume and cover letter outlining your suitability for the role to:

communications@vicsegunefutures.org.au

Please include in the subject line: **Production Coordinator – Second Stitch**

We wish you all the best, and we look forward to meeting you.

