 

**EMPLOYMENT ACADEMY JOB DESCRIPTION**

**12 MONTH FIXED TERM CONTRACT**

***THIS ROLE IS ONLY OPEN TO UNEMPLOYED CARTREFI CONWY TENANTS***

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| Job Title: | **Trainee Groundworks Assistant** |
| Team: | **Groundworks & Environmental Improvement Team** |
| Reporting To: | **Site Supervisor** |
| Salary: | **National Minimum / Living Wage** |
| Hours of Work: | **42 hours per week (8am-5pm Mon-Thurs, 8am to 4.30pm Friday)** |
| ***General Description / Overview*:** | |
| Working with an experienced groundworks team, the Trainee Groundworks Assistant will undertake a supportive role and assist in all aspects of fencing and concreting. Work is based at any property or location which Creating Enterprise owns or is responsible for. | |
| ***Key Tasks:*** | |
| Under supervision, assist with taking down old and erecting new fencing, and laying new concrete paths.  To assist with the excavation and/or preparation work.  To assist with the removal and disposal of rubbish and waste materials into site skips.  To assist with taking down brick walls as and when required.  To make sure all properties are left clean and tidy for the customer.  To carry out all tasks which you are capable of doing.  Maintain good housekeeping of site compound and welfare facility as directed by the Site Supervisor.  To display a friendly, flexible, helpful and courteous attitude to colleagues, tenants and the general public.  Where applicable – to drive in a professional and courteous manner, adhering to all road traffic regulations in relation to driving, parking and loading.  If necessary, to work in any other operational team as and when required.  To provide excellent customer service to internal and external customers and, as a representative of Creating Enterprise – promote and maintain a positive attitude and image at all times.  To promote Equality and Diversity practices within daily operations - in accordance with company policy and procedures.  To attend and join in toolbox talks and meetings – as and when required.  With support, to make sure all Health and Safety policies and procedures are followed at all times, raising any safety concerns immediately.  To follow site specific Health and Safety rules at all times making sure the appropriate PPE is always worn. | |
| ***Other:*** | |
| Work is very physical, requiring regular lifting and carrying. Work also requires using hand power tools. The role is site based and there is a daily requirement to travel. Where safe to do so, you will be expected to work on site, outside in all weathers. | |
| ***Training Provided:*** | |
| * CSCS Qualification * Manual Handling * Asbestos Awareness * First Aid at Work * Working at Heights * Safeguarding * Equality & Diversity   The post holder will be supported to gain the above qualifications during the fixed term contract. | |
| ***The Employment Academy:*** | |
| ***The Employment Academy offers up to 18 months paid employment to unemployed tenants of Cartrefi Conwy. As part of the Academy the post holder will receive:***   * On the job support and training * Formal qualifications including employability training * Paid employment for up to18 months * Support of a Mentor * Assistance to secure employment at the end of the contract   ***As part of the Employment Academy, the post holder will be expected to***:   * Attend work every day on time * Complete all training as stated on the job description * Attend suitable work placements with other companies * Attend regular sessions with your Mentor to discuss progress * Commit to applying for jobs towards the end of the fixed term contract | |
| ***To demonstrate your suitability for this role, you may be asked questions on the following at interview*:**   * Awareness of Health and Safety practices * Ability to work flexibly * Ability to meet deadlines and work to tight schedules * Ability to follow instructions and procedures * Willingness and commitment to learn and develop * Ability to work in a team * Fit and able to carry out manual handling labouring activities | |

**Creating Enterprise is committed to Equality and Diversity in our activities.**

