

**EMPLOYMENT ACADEMY JOB DESCRIPTION**

**18 MONTH FIXED TERM CONTRACT**

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

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| Job Title: | **Trainee Painter** |
| Team: | **Painting Team** |
| Reporting To: | **Jim Daines, 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 within a team of qualified and experienced painters, assisting in all aspects of painting, the Trainee Painter will undertake a supportive role, and provide assistance with the external and internal painting of properties including pre paint repairs. Work is based at any property or location in the ownership or responsibility of Creating Enterprise. | |
| ***The Employment Academy:*** | |
| ***The Employment Academy offers up to 18 months of paid employment to unemployed Cartrefi Conwy tenants. We work intensely with every trainee preparing for future employment opportunities, and to ensure progression to suitable employment during or on completion of the paid fixed term contract.***  ***As part of the Employment Academy the post holder will receive:***   * Support and training from qualified and experienced Painters * Formal qualifications * Suitable Employability training addressing individual needs: budgeting, digital skills, a CV that stands out, interview skills * 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 * Undertake 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 employment opportunities towards the end of the fixed term contract | |
| ***Training Provided:*** | |
| * CSCS Qualification * Manual Handling * Asbestos Awareness * First Aid at Work * Working at Heights * NVQ Level 2 Painting   The post holder will be supported to gain the above qualifications during the fixed term contract. | |
| ***Key Tasks:*** | |
| Under supervision, prepare and clean surfaces using hand held power tools and the appropriate methods, repair cracks and holes by applying appropriate fillers/sealant.  To occasionally undertake other painting work as directed by management, and provide assistance and support as and when required to other operatives and staff carrying out their duties.  To ensure the painting of properties meets the required standard and specifications of the client.  To ensure all properties are left clean and tidy for the customer.  To carry out all tasks deemed to be within the individual’s skills capacity.  Maintain good housekeeping of site compound and welfare facility as directed by the Site Manager.  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 actively promote Equality and Diversity practices within daily operations - in accordance with company policy and procedures.  To attend and participate in toolbox talks and meetings – as and when required.  With support, to ensure 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 ensuring the appropriate PPE is always worn. | |
| ***Other:*** | |
| The work is very physical, requiring regular lifting and carrying. Work also requires the operation of 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. | |
| ***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.**