



## EMPLOYMENT ACADEMY JOB DESCRIPTION

### 12 MONTH FIXED TERM CONTRACT

**THIS ROLE IS ONLY OPEN TO UNEMPLOYED CLWYDALYN RESIDENTS**

Job Title:	<b>Trainee Groundworker – Fixed Term Contract for to 12 Months</b>
Team:	<b>Property Maintenance Team</b>
Reporting To:	<b>Simon Pugh</b>
Salary:	<b>National Minimum / Living Wage</b>
Hours of Work:	<b>40 hours per week</b>

#### **General Description / Overview:**

Working with an experienced groundworks team, the Trainee Groundworks Assistant will undertake a supportive role and assist in maintaining homes for our residents that they can be proud of. This role will assist in all aspects of fencing and concreting. Work is based at any property or location which ClwydAlyn is responsible for.

**FULL DRIVING LICENCE IS DESIRABLE FOR THIS ROLE, BUT NOT ESSENTIAL.**

#### **The Employment Academy:**

**The Employment Academy offers up to 12 months paid employment to unemployed residents of ClwydAlyn. 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 to 18 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

**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

### **Key Tasks:**

- Working with our values of trust, kindness and hope.
- 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 our customers.
- 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.
- To provide excellent customer service to internal and external customers.
- 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.
- With support, to make sure all Health and Safety policies and procedures are followed at all times, raising any safety concerns immediately.
- To follow 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 the operation of hand power tools. The role is site based. 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.

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