

For office use only: **VCE006**

Reviewed by: **RC/JD**

Date: **06/21**

Turnaround Team Assistant

Location of Position/Department:	Mobile throughout the County Creating Enterprise
Responsible To:	Jim Daines
Time Commitment:	5 days per week (8am – 5pm)
Number of Placements Available:	10

Purpose/Summary of Role:

To assist the turnaround team in clearing empty Cartrefi Conwy properties

Description of tasks:

- Helping to remove items left in empty properties
- Assisting with cleaning empty properties before tenants moving in
- Assisting with garden clearances
- Loading and unloading van
- To follow H&S guidelines

Training & Support:

Work Buddy: Mark Burroughs/Nick Brickles

- Induction to the organisation
- Full training on all aspects of the role
- Regular updates from Employment Academy Mentor
- Personal Development Plan
- Participation in the Volunteer Rewards Programme

Reimbursement of Expenses:

Out of pocket expenses will be reimbursed as follows:

- Mileage costs @ 40p per mile from home to place of volunteering
- Public transport costs reimbursed on receipt of valid ticket
- Lunch (conditions apply)
- Childcare (conditions apply)

How to Apply:

- Email richard.chance@creatingenterprise.org.uk or telephone 01492 588 980
- Express an interest in which role you are interested in

Line Manager's Signature:

Date: