

For office use only: **VCE007**

Reviewed by: **RC/JD**

Date: **06/21**

Property Maintenance Team Assistant

Location of Position/Department:	Mobile throughout the County Creating Enterprise
Responsible To:	Jim Daines
Time Commitment:	1 day per week (8am – 5pm)
Number of Placements Available:	5

Purpose/Summary of Role:

To assist the property maintenance team with preparing Cartrefi Conwy properties for new kitchen and bathroom fittings.

Description of tasks:

- Assisting tradespeople in removal and preparation work
- Removal and disposal of rubbish and waste materials from site to the Recycling Centre
- Following site specific Health and Safety rules

The work is very physical, requiring regular lifting and carrying and is site based. Where safe to do so, you will be expected to work on site, outside in all weathers.

Training & Support:

Work Buddy: Tom McAndrew/Rob Durkin

- 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: