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: 1 day per week (8am – 5pm)

Number of Placements Available: 5

**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: tish.calveley@creatingenterprise.org.uk or telephone 01492 588 980
* Express an interest in which role you are interested in

**Line Manager’s Signature: Date:**