For office use only: **VCE009**

Reviewed by: **RC/SR**

Date: **06/21**

**Groundworks Assistant**

Location of position/department: Mobile throughout the County

 Creating Enterprise

Responsible to: Stephen Roberts

Time commitment: 1 day per week (8am – 5pm)

Number of placements available: 2

**Purpose/Summary of Role:**

* To assist the Groundworks team with preparing Cartrefi Conwy properties with new Garden fencing, paths and drainage.

**Description of Tasks:**

* Assisting tradespeople in removal and preparation work
* Removal and disposal of rubbish and waste materials from site into skip
* Wheelbarrow work
* Shovel work
* General labouring duties
* Following site specific Health and Safety rules

**Training & Support:**

Work Buddy: Chris Williams

* 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:**