For office use only: **VCE020**

Reviewed by: **TC/SH**

Date: **06/21**

**Electrical Turnaround Team Assistant**

Location of Position/Department: Mobile throughout the County

Creating Enterprise

Responsible To: Stephen Harris

Time Commitment: 1 day a week 8am – 5pm)

Number of Placements Available: 2

**Purpose/Summary of Role:**

To assist the Electrical team within the turnaround team in empty Cartrefi Conwy properties

**Description of tasks:**

* Observing Electrical team complete maintenance works
* Assisting with basic electrical maintenance (dependent on competency & agreed Personal Risk Assessment)
* Assisting with any other duties
* Loading and unloading van
* To follow H&S guidelines

**Training & Support:**

Work Buddy: Justin

* 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:**