

Job Description – Skills 2 Build Trainee

Responsible to:	Skills 2 Build Support Worker
Salary:	Minimum Wage
Hours:	35hpw
Annual Leave:	25 days (Pro Rata)
Based:	Partington Job Shop 95 Wood Lane

Main Aims of the Post

To gain work based skills in landscaping, cleaning, fencing, House clearances, maintenance and minor repairs across various contracts as directed by the Skills 2 Build team. To access job search and training opportunities as identified by line manager.

Main duties

1	To work flexibly across all areas of work both indoor and outdoor in accordance with identified daily and weekly schedules.
2	To receive on the job training as and when required by S2B staff to ensure you become competent in all work tasks, working flexibly in accordance with scheduled work demands.
3	To comply with all H&S legislation as instructed by S2B staff to ensure the safety of you, your work colleagues and members of the public when completing all tasks.
4	Responsible for wearing the correct Personal Protective equipment as instructed at all times reporting any damages to your line manager immediately.
5	To attend briefing sessions as instructed, contributing to the planning of schedules for the day/week ahead.
6	Participate in employability training as requested and be responsible for carrying out agreed actions as directed.

General Work Related Expectations

1.	To work within the Big Life Company's Values, Ethos and Vision.
2.	To contribute to the development of TBLC
3.	To work in accordance with all Policies and Procedures of TBLC
4.	To identify and attend training or development programmes as identified.
5.	To work in accordance with all relevant legislation
6.	To undergo regular supervisions
7.	To undertake any other duties as required, appropriate to the post

Person Specification – Skills 2 Build Trainee

The successful candidate must be able to demonstrate that they meet all the following points.

	E/D	Assessment
1. Employment Experience		
1.1 Must be unemployed	E	I,
3 Knowledge		
3.1 Must have a good understanding of the local area.	D	I
3.2 Able to communicate effectively with staff and colleagues.	E	I, T
4 Skills		
4.1 Ability to understand clear instructions	E	I, T
4.2 Ability to work as part of a team.	D	I, T
5 Personal		
5.1 Must be keen to learn and develop new and existing skills.	E	I, T
5.2 Commitment to working towards Big Life's ethos and values	E	I, T

Key

E/D = **Essential, Desirable**
Method of Assessment = **I = Interview**
T = Test