**Job Information pack**

**MAINTENANCE APPRENTICE**

**THANK YOU**

**FOR YOUR INTEREST IN YMCA DULVERTON GROUP**

It is a pleasure to know that you are interested in working with us. Please find enclosed further information about this position, which I hope you find helpful.

YMCA Dulverton Group is one of the largest providers of youth support services in Somerset and Devon and a part of the wider YMCA movement which operates internationally in 119 countries to form the largest and oldest youth charity in the world.

We are a local community charity. We deliver life changing services to over 10,000 children, young people and families across Somerset and Devon every year. Our work covers a wide range of areas including; accommodation, housing advice, childcare, health advice, youth clubs, volunteering and alternative education.

Based on a social enterprise model, all the income we generate goes back into funding our local community projects and initiatives.

Last year in Somerset we provided over 32,000 safe nights of accommodation for vulnerable people and over 40 training opportunities for young people. Having undergone huge expansion this is an exciting time to join our staff community.

Our vision is ‘to be a leader in transforming communities so that all children, young people and families can truly belong, contribute and thrive.’

We are continuing to grow and are looking for dedicated and conscientious individuals who can thrive in a fast paced, ever evolving environment.

If the opportunity to help us develop and evolve our business is something that you feel you would like to be part of then we want to hear from you. You will be joining a great team of determined staff in a fast moving organisation.

Please take time to read through this job pack, take a look at our website and read through the job description and person specification to see how you would meet with our needs.

We hope to hear from you soon.



Martin Hodgson

Chief Executive Officer

**Our values**

The post holder will be expected to operate in line with our organisational values which are;

* **Value the Individual** – Respect others, ourselves and the people we work with in all that we do
* **Giving of our best** – Showing commitment in our work and to enable young people
* **Caring Deeply** – Have a passion for the work we carry out
* **Providing Creative Solutions** – Show innovation in the approaches we take in supporting young people
* **Communicate authentically and truthfully** – Show openness in our dealings and approaches to people

**Title: Maintenance apprentice**

**Reports to: Head of Estates**

**Background**

This is an exciting opportunity for a young person to learn various trade skills, from a committed and purposeful team, with a vast and diverse knowledge.

**Purpose**

The maintenance apprentice will be expected to:

* To have the safety of themselves and others, as a primary consideration.
* To show initiative, and willingness to assist others at all times.
* Work closely and under the supervision of the maintenance operatives.
* To engage with appointed specialist contractors, to gain an understanding of what works they are carrying out, in order to become rounded and aware of planned and reactive maintenance activities, and gain any information useful to themselves within their role.
* To conduct themselves appropriately at all times.
* To engage fully in planned training sessions.

**Main responsibilities**

**General**

* Work across the organisation to build a learning culture and positive working environment.
* To maintain and demonstrate a commitment to YMCA Dulverton Group’s Vision, Values and strategic aims and objectives and ensure all activities reflect the values of YMCA Dulverton Group.
* Managing a budget ensuring that value for money is achieved in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.
* Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the Health and Safety Policy.
* Complying with YMCA Dulverton Group’s GDPR, confidentiality and information security policies at all times.

Any other duties consistent with the responsibilities of the post at the request of the Chief Executive or representative.

**Person Specification**

**Qualifications and Experience**

* Not essential

**Personal Qualities**

* Commitment to YMCA Dulverton Group’s Values.
* The willingness to learn, be adaptable, proactive, and supportive to others.

**Other requirements**

* May be required to attend occasional evening meetings.
* May be required to attend to matters arising out of normal working hours.

**Main terms of employment**

**Salary:** [insert salary] per annum dependent on experience

**Location:** You will be required to work across our YMCA Dulverton Groups sites. During current circumstances your post will initially be a mixture of home based and office.

**Hours:** 37.5 hours per week

**Flexible**

**working:** We provide flexible working arrangements to support team productivity and stability. This may include changed working patterns and working from home on occasions.

**Holidays:** 28 days per year, plus bank holidays.

**Pension:** On completion of a six month probation period, YMCA Dulverton Group will make a contribution of 3% of salary.

**Benefits:** Health and wellbeing of our staff is important to us. We offer regular training opportunities and a comprehensive benefits package. Including gym membership at a choice of locations, 10 days of free school holiday childcare, discounted childcare for 0-5’s and a 1-night hotel stay at our locations.