Date as postmark

Dear Applicant

**Trainee Handyperson**

Thank you for your interest in the above position. Please find enclosed: -

• Job Description

• Person Specification

• Basic Terms of Employment

• Equal Opportunities Monitoring Form

• Your Application and our Recruitment Process

• Application Form

Please read these papers carefully before you complete the application form, as short-listing will be based on the information you provide. Please do not submit a CV as a substitute for completing the application form.

We welcome applications from all sections of the community and have an Equality, Diversity & Inclusion Policy.

If you require the advert or application pack in any other format, please contact us.

As users of the disability confident scheme, we guarantee to consider all disabled applicants who meet the minimum criteria for vacancies.

Please return your completed application form to the address below.

Yours faithfully

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Carol Rodmell

**Deputy Chief Executive**

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**Age UK Calderdale & Kirklees**

**JOB DESCRIPTION & Personal Specification**

**HANDYMAN**

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| --- | --- |
| **POST:** | Trainee Handyperson |
| **SALARY:** | National Living Wage |
| **HOURS:** | To be agreed |
| **LOCATION:** | Calderdale & Kirklees |
| **ACCOUNTABLE TO:** | Project Manager |
| **RESPONSIBLE FOR:** | Providing small repairs and minor adaptations for older people and people with disabilities |

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| **AGE UK PRINCIPLES:** |
| The most valuable asset to Age UK Calderdale & Kirklees are the people involved with the charity. Our approach to recruitment and selection of employees reflects the importance of people to us, the values and the organisation of the charity including:   * To be client centred. * Deliver services with compassion. * Value staff and volunteers. * Be inclusive and embrace equality and diversity. * Develop trust in our services. * Everybody working together to achieve the same objectives.   As a Disability Confident Employer, we are committed to attracting and recruiting people with a disability. Through the Disability Confident scheme, we are challenging attitudes towards disability, increasing understanding of disability, removing barriers to disabled people and those with long term conditions so that all can reach their full potential and realise their aspirations. |

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| **ORGANISATIONAL EXPECTATIONS:** |
| Age UK Calderdale & Kirklees works in a variety of roles, many of which are based in differing geographical areas of our region.  In order that we can be most effective in the provision and delivery of services and projects to the older people of Calderdale & Kirklees you will need to work as part of a team. You will contribute to and share in the work of the organisation while maintaining an awareness of the political and social environment in which we work.  You will be expected to develop good working relationships with other Age UK Calderdale & Kirklees’ staff and relevant external organisations, as appropriate to your role.  You will adhere to all roles and responsibilities in line with Age UK Calderdale & Kirklees’ policies and procedures and all legislative requirements.  You will be expected to undertake any other activity requested by your Line Manager(s) that is appropriate to the experience and level of responsibility of the post holder, and to promote the work of Age UK Calderdale & Kirklees whenever possible. |
| **OUTLINE OF POST:** |
| **Key Accountabilities:**   1. To visit clients’ homes and assist to determine the nature of the work required and where necessary the cost of materials needed to complete the job. 2. To help with the ordering and obtaining of materials necessary to carry out the required repair work, keep appropriate records of the work carried out and materials required for each job. 3. To carry out a wide range of small household repairs and minor adaptations to a high standard and ensuring the satisfaction of the client. 4. Where appropriate to assist with Occupational Therapy staff and other professionals in the fitting of equipment and the execution of minor adaptations to their specification. 5. To ensure that all work is carried out in a safe manner and that the Health & Safety Policy is adhered to. 6. Be responsible for the removal of waste and debris after completing the required work and leave the site clean and tidy. 7. To work in close co-operation with other members of the Team to ensure that the needs of clients are identified and receive a response which satisfies them, and to ensure the smooth day-to-day running of the service. 8. Maintain appropriate records as required as per Age UKCK policies and procedures. 9. Ensure company vehicle checks are carried out and tools and equipment are stored safely in the vehicles. 10. All tools are in good working order and the relevant services are carried out. |
| **MAIN TASKS:** |
| 1. Work effectively and professionally with colleagues to complete each job allocated. 2. The role is a physical role and includes basic gardening. 3. Manage the workload delegated by the Project Manager to ensure output targets are met. 4. Carry out any other specific tasks that may be reasonably required by the Project Manager. |

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Description automatically generated Age UK Calderdale & Kirklees

**Person Specification**

**HANDYMAN**

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| --- | --- | --- |
| **Skills, Knowledge, & Training** | **Essential** | **Desirable** |
| Practical skills and an ability to carry out a wide range of small repairs and adaptations to a high standard | 🗸 |  |
| Problem solving | 🗸 |  |
| Working to strict deadlines | 🗸 |  |
| Good listening and verbal communication skills – to determine and respond to clients’ needs | 🗸 |  |
| Written communication skills – the ability to keep accurate and organized records | 🗸 |  |
| Ability to organise and prioritise own workload effectively | 🗸 |  |
| Ability to use initiative, work with limited supervision and accept responsibility for own work | 🗸 |  |
| Ability to work effectively as part of a small team | 🗸 |  |
| Awareness of Health & Safety issues, Risk Assessments, COSHH, and DSEAR |  | 🗸 |
| Customer care | 🗸 |  |
| Computer Skills |  | 🗸 |
| Administration skills |  | 🗸 |
| **Previous Experience** |  |  |
| Working in the building trade |  | 🗸 |
| Experience of working with older people and/or people with disabilities |  | 🗸 |
| **Education / Qualifications** |  |  |
| Full, UK Driving Licence | 🗸 |  |
| Apprenticeship in a relevant trade (i.e. joinery, plumbing) |  | 🗸 |
| **Personal Characteristics** |  |  |
| Organised | 🗸 |  |
| Committed to self-development | 🗸 |  |
| Empathy with the needs of older people | 🗸 |  |
| Reliable and trustworthy | 🗸 |  |
| Conscientious | 🗸 |  |
| Flexible approach to work | 🗸 |  |
| A commitment to working to high standards and providing a quality service | 🗸 |  |
| A genuine commitment to working with older people and/or people with disabilities and to meeting their needs | 🗸 |  |