

Job Description

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|------------------------|---|
| Position | Site Assistant |
| Salary | £7.83p/h |
| Period of Employment | 6 months, subject to periodic reviews |
| Hours/Days Required | 25 with an additional 5 hours of self development. (Flexible working to be arranged with Line Manager with occasional weekend working) |
| Placement Organisation | Leftbank Leeds, Cardigan Rd, Leeds, LS6 1LJ |
| Responsible to | Work Placement Supervisor and PATH Project Officer |
| How to Apply | Email CV and supporting statement to step@pathyorkshire.co.uk and include an eligibility check form/ application declaration form downloadable from the Vacancies Page of our website, www.pathyorkshire.co.uk . May be subject to DBS. |
| Job Start Date | ASAP |

About the Placement Organisation

Left Bank Leeds is a multidisciplinary arts venue set in a Grade II* listed former church building. Our mission is to preserve our amazing venue in order to inspire and empower our community via a sustainable programme of arts and events that promote creativity, connection and wellbeing. Our eclectic programme includes exhibitions, gigs, markets, festivals, theatre, cinema, talks, an annual LS6 Beer Festival and commercial activities such as weddings and private functions. Left Bank Leeds is a Community Interest Company run by Left Bank Leeds Charitable Trust – Charity no. 1146734

Purpose of the Placement

This paid placement is funded through the STEPS programme and aims to support Leeds residents who are over 25 years old and long term unemployed (unemployed over 12 months and over) develop their confidence and work skills within diverse sectors with supportive employers within a 6 month fixed term period. *Eligibility terms and conditions apply.

Participants will be working for 25 hours in a paid role. In addition they will be required to undertake 5 hours of paid personal development training which will include either volunteering within your paid placement or with another organisation or undertaking some training or courses.

Work Skills Development Opportunity

SUMMARY

To assist the buildings manager with the upkeep, cleaning and ongoing maintenance of the building and delivering great customer service to staff and visitors to Left Bank.

The role requires a professional who is a confident communicator, with an enthusiastic attitude to customer service and buildings maintenance. This role is key in supporting the team build our reputation of delivering high quality services and facilities with an exceptional level of customer

service. This flexible, fast paced role would suit an enterprising, energetic and highly organised individual.

KEY DUTIES

- Support the team with our busy calendar of events
- Practical support of event set up and pack down
- Ensuring the building is kept clean and tidy at all times including the stock room, corridors and storage areas
- Represent the values of Left Bank Leeds in all communications with visitors, clients and staff
- Troubleshoot any service problems or event issues as they arise and feed back to appropriate colleagues
- Ensure all health and safety policies are observed and risk assessments adhered to
- Basic maintenance of the building
- Supervising contractors
- Building/facilities checks and security
- Cleaning
- Maintaining stock levels
- Ensuring Health and safety policy is adhered to.
- Floor polishing and maintenance
- Assist with scaffold tower.
- Painting, grouting, varnishing floors and general upkeep of the building.
- Record keeping
- Reporting to the Buildings Manager

Left Bank is at a crucial stage in its development with many exciting plans for the coming years and therefore is looking for an experienced individual to support the operational delivery of our wide range of events, weddings and private functions.

Personal Development

Further training and experiences may be gained as appropriate.

SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

| QUALIFICATIONS & ATTAINMENTS | Essential Criteria | Desirable Criteria | Method of Assessment |
|---|---------------------------|---------------------------|-----------------------------|
| First Aid qualification | | X | Application & Interview |
| Health and Safety qualification | | X | Application & Interview |
| SKILLS & COMPETENCIES | Essential Criteria | Desirable Criteria | Method of Assessment |
| Have good communication, team working, interpersonal and organisational skills | X | | Application & Interview |
| Good numeracy and literacy | X | | Application & Interview |
| Physically fit to support with manual tasks such as event set up and packing down | X | | Application & Interview |
| Problem solving skills | X | | Application & Interview |
| Operates well under pressure | X | | Application & Interview |
| Helpful and welcoming attitude | X | | Application & Interview |
| Reliable and honest | X | | Application & Interview |
| Ability to work independently, meet deadlines and priorities | X | | Application & Interview |
| Ability to work to policies and procedures | X | | Application & Interview |
| Willingness to undergo any relevant training and/or development | X | | Application & Interview |
| Ability to carry out administrative tasks such as filing, inputting data, typing letters etc. | X | | Application & Interview |
| Willing to undertake all aspects of site management including cleaning | X | | Application & Interview |
| KNOWLEDGE & EXPERIENCES | Essential Criteria | Desirable Criteria | Method of Assessment |
| Excellent IT skills | X | | Application & Interview |
| Experience of basic DIY skills, painting etc. | | X | Application & Interview |
| Experience of working with charities | | X | Application & Interview |
| Experience of working in a team and independently | X | | Application & Interview |
| Experience of working with volunteers | | X | Application & Interview |
| BEHAVIOURAL & VALUES | Essential Criteria | Desirable Criteria | Method of Assessment |
| Work in accordance with organisational policies and procedures of Path Yorkshire and Leftbank Leeds | X | | Application & Interview |
| Represent values of Leftbank Leeds | X | | Application & Interview |
| Pro-active approach to work | X | | Application & Interview |
| Vigilant | X | | Application & Interview |

Disclaimer

- Your contract of employment will cease at the end of the 26 weeks
- Benefits may be affected as this placement will be classed as paid employment

RISK ASSESSMENT OF THE TRAINING POSITION

A. CLIENT GROUPS, the trainee will work with

- General Public Factory Work Other Agencies
Children People with learning difficulties Clients in their own home resident or hostel

B. PHYSICAL CONDITIONS:

1. Work is conducted in the main

- Indoors Outdoors Sitting
Standing Walking Office Accommodation

2. The training will involve

- Lone Working Working out on the Estate Working underground
Climbing Working on the Counter Working in Void Properties
Bending Manual Handling tasks Working in confined spaces
Stretching Working at Heights Contact with discarded needles
Driving Potentially working in a smoking environment
Cash Handling Use of Display Screen Equipment

C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

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|----------------------------------|-----|
| Personal Protective Equipment | n/a |
| Protective Clothing | n/a |
| Type of Vehicle (other than car) | n/a |
| Other equipment used | n/a |

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.