

Community Apprenticeship - Job Description

Title: Community Traineeship

Location: Back on the Map - Across All Sites

Wage: £6.40ph for 30 hours per week

Annual Leave: 28 days (plus bank holidays)

Responsible to: Department/Project Lead

Responsible for: No line management responsibilities, may be required to supervise volunteer activities.

Purpose of the Post

The purpose of the posts are to ensure community development skills are extended into the wider community and to enable local people to proactively respond to local issues. Working across departments and functions to support the wider team.

The post-holder will support the core functions across Back on the Map in all aspects of development. Contributing towards Back on the Map mission of *'Making Hendon a place of opportunity to live, work and thrive'*. By delivering against it's strategic objectives of creating;

- *A Better Place*
- *A Stronger Community*
- *A Local Voice.*

20% off the job training in a relevant qualification to be agreed with the Department Head and Leadership Team

20% off Apprentice time will be cross functional: shadowing other BotM staff, working and learning across the other functions in administration, finance and maintenance.

You will be mentored on the job by an identified member of staff and line managed by the department/project lead most relevant to the role.

Progression

This role provides opportunity to progress within the organisation in the following areas and undertake relevant training and/or apprenticeship;

- **Community Development:** Primarily engagement of residents across our community offer. The role involves building volunteer/group skills and confidence; enabling residents to work together to achieve local aspirations.
- **Street Ranger:** This role will be responsible for keeping Villetta Road and the wider Community Improvement District area safe and clean and work with the Hendon ECO department on keeping the green spaces safe and cared for.
- **Volunteer Support:** To work with volunteers across services to develop initiatives with local people to deliver resident led activities which meet local needs.

Main Duties

- Encourage and support residents, volunteers and user groups ensuring residents are able to participate in all services
- You will be working across sites to meet the demand of the programme gaining experience in broad areas of work including; Community Engagement & Development, Volunteer Management, Environmental Projects, Housing Support and Youth Services.
- Assist residents and encourage them to get involved in the Back on the Maps community activities across sites
- Assist in planning and delivery of community activities
- Assist in organising and running meetings and events
- Support residents to identify new activities and services
- Help establish and develop community groups to meet local needs and interests
- Signpost residents to other BotM staff, partners and other VCS services where appropriate

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- Ensure the recording of resident participation to evidence involvement and impact of services on people's lives
- Engage in development training, passing on new skills and knowledge to support residents to build their skills
- Provide general administrative support as and when required
- Work alongside colleagues in a courteous & professional manner
- Ensure all services and facilities are used according to health and safety standards and BotM policies
- Deliver consistent and reliable customer services which meet, and wherever possible exceed, customer expectations
- Other duties commensurate with the post to meet the organisational objectives.
- Where necessary, promote understanding and awareness of BotM by attending and promoting BotM's work at appropriate events.
- Contribute to achieving BotM objectives within BotM values.

To be successful in this role it would be desirable if you have the following but we can support you to achieve this if you do not currently hold an equivalent level of qualification

- GCSE Level in English and Maths

Personal Qualities

- Able to work independently
- Well organised
- Self motivated
- Attention to detail
- Good communication skill

Group Values

You will act as an ambassador for the Group and must ensure all their work, communication and approach conforms to the brand values and house style.

- Integrity
- Excellence
- Making a Difference
- Working Together
- Fairness of Opportunity

Group Benefits

- Flexi/TOIL system
- Death in Service Payment
- Smart Health from AIG
- Enhanced Maternity (Subject to length of service)
- Enhanced Paternity (Subject to length of service)
- Enhanced Sick Pay (Subject to length of service)
- Enhanced Parental Bereavement Leave Pay (Subject to length of service)
- Health Benefits inc, eye tests, flu jabs and hayfever injection

Child Protection and Vulnerable Adults statement

BotM is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with BotM's Child Protection and Vulnerable Adults policies.

The post is subject to enhanced DBS checks