



Job Title: Aspire Team Leader Assistant	6 Month Paid Placement
<p><b>Salary:</b> £8.35 per hour <b>Hours/days per week:</b> 37.5 hours over five days a week <b>Contract type:</b> temporary contract, full-time, June-November <b>Probation Period:</b> 3 months</p> <p><i>This is an initial pilot of a 6 month paid placement. This may be extended upon review and subject to business need.</i></p>	<p><b>Date last updated:</b> May 2017</p>

## About Aspire

Aspire Oxford is a multi-award-winning charity, operating its own social businesses delivering high quality, professional facilities management services including Grounds Maintenance & Landscapes, Property Services, Recycling, and Community Transport.

Through these businesses, we offer people who have experienced disadvantage, the support and opportunities to get life back on track, gain self-esteem, learn new skills and realise their employment potential.

These people, our Trainees, are referred to us through our partner agencies and come from a range of backgrounds. Many Trainees will have already shown great motivation in tackling personal experiences such as homelessness, substance misuse, criminality, poor education and social exclusion.

Core to Aspire is our aim to get people off benefits and into meaningful work. This means having strong links with local employers, recruitment agencies and training/skills providers so that we can provide that essential bridge to external work, when Trainees are ready.

We also have a track record of taking on Trainees as fulltime employees into our own businesses. The more we can grow our businesses, gain new contracts and develop new partnerships, the more people we can employ.

At Aspire, we strive to be the best at what we do. Our businesses thrive because the people working on them are extremely motivated, our team leaders and support workers are exceptional and we are relentless in our belief that lives can, and do, change.

## **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with Aspire. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far, as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

### **Overall Purpose of Job**

Reporting to the Chief Operating Officer (Enterprises) and the Senior Team Leader, the Team Leader Assistant will be responsible for supporting the successful delivery of our day to day jobs through our grounds and property maintenance social enterprise services to clients across Oxfordshire, under the instruction of a Team Leader. All tools, uniform and vehicle (if applicable) will be provided by Aspire.

As a Team Leader Assistant you will have a responsibility to encourage and support learning & development opportunities for trainees, integrated within the work experience provided by our social businesses.

This 6 month pilot, paid Team Leader Assistant role will enable Aspire to continue and expand on its remit of providing customers with an excellent service, whilst providing people who have been homeless or disadvantaged the opportunity to gain real work experience to assist them to progress towards independent living and employment. This post will also assist Aspire to transition from grant dependency to income generation through the management of existing enterprises and the launch of new projects.

This post is subject to a probationary period of three months, during which training and support will be given and the performance and suitability of the postholder for continued employment will be monitored.

### **Key tasks and accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

#### **Key Tasks**

- To perform a variety of grounds and property maintenance jobs, typically under the instruction of a Team Leader - but you will at times need to supervise Trainees or complete work tasks, by yourself.
- Typical work would include: grounds maintenance, painting & decorating, property / garden clearance, driving (if applicable).
- Some basic knowledge and previous maintenance or handyman skills would be advantageous.

- Act as a competent person as directed and appointed by the Head of Operations, Senior Team Leader or other Team Leaders.
- Complete all job sheets/ reports as required in a timely manner.
- Support a Team Leader to supervise, train and support a team of up to 5 Trainees daily, providing a strong service delivery focus and enabling excellent service provision to local people and businesses, as well as facilitating learning and the development of skills for work.
- To support Team Leaders to maintain accurate and organised paperwork, i.e. financial records, receipts, customer files, timesheets, schedules of work, holiday request forms and any such data that may be required.
- To encourage and support learning & development opportunities for trainees.
- To ensure appropriate upkeep of Aspire's assets, vehicles and equipment.

### **Other**

1. To work flexibly undertaking such other duties that may be required reasonably and within the capability of the postholder.
2. To enjoy and encourage a strong team working approach with the aim of maintaining a positive, welcoming and vibrant work environment
3. Work within, and ensure the implementation of Aspire policies and procedures.

## **PERSON SPECIFICATION**

### Essential Skills/Qualities:

- Very good/ fluent verbal English and basic written English.
- Very good communication skills
- Basic numeracy and literacy skills
- Basic IT skills
- Ability to work on your own or as part of a team
- Be able to use your initiative
- Full clean UK Driving licence essential, or commitment to securing one
- Basic health and safety knowledge
- A commitment to the development of individuals who have experienced homelessness, drug or alcohol addiction, or who have a history of offending.

### Desirable Skills / Experience:

- Previous experience within the property maintenance sector
- Previous experience in a teaching/training environment
- Leadership experience
- Asbestos awareness training
- First aid training
- An understanding of the issues affecting individuals who have experienced homelessness, drug or alcohol addiction, or who have a history of offending.

**If this exciting role, in a growing social enterprise, is the opportunity you have been looking for, please submit your application in writing with full CV and details of 2 referees to Ian Adshead (Chief Operating Officer – Enterprises, [ian@aspireoxford.co.uk](mailto:ian@aspireoxford.co.uk)) by Tuesday 30<sup>th</sup> May.**