**The Forward Trust Job Description**

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| **Position Title** | **Grounds Maintenance Operative, Blue Sky Services (Employment Services)** | **Reports to** | **General Manager** |
| **Location: Denham** | | | |

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| **Introducing Forward Trust** |

Do you enjoy working within green open spaces? Do you prefer to work outdoors?

The Forward Trust are a leading charity which amongst other activities, owns and operates Blue Sky Services, a Grounds Maintenance social enterprise within our Employment Services Division.

Blue Sky Services delivers grounds maintenance, facilities management and horticultural services on behalf of local authorities, social landlords and other partners.

Blue Sky Services employs people with lived experience including ex-offenders, people in recovery and also the unemployed or NEET. All staff are employed on Forward Trust terms and conditions.

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| **Role/Team Overview** |

As a Grounds Maintenance Operative, you will be working outdoors and in open spaces and will help your team members to:

1. To undertake Blue Sky Services operations whilst on designated client/customer sites in relation to ground maintenance, house clearance, pest control, waste management and other services delivered by Blue Sky Services and their partners.
2. To operate equipment such as Strimmers, Mowers, Hedge Cutters etc with training and close supervision required for the undertaking of; ground maintenance, landscape, other horticultural activities, house clearance, pest control and waste management
3. To comply and report any health and safety, equalities and diversity, complaints/complements, safeguarding/prevent and other incidents relating to the work of the Blue Sky Services to the Supervisor, General Manager

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| **Accountabilities** |

* Maintenance of client confidentiality and clear professional boundaries during journeys.
* To follow all the rules and regulations relating to use of the roads, reporting any incidents or issues that might arise during a journey in a full and timely manner.
* Ensure that, as far is reasonably practicable, all scheduled timings are adhered to.
* Alert the General Manager or Senior Supervisor to any concerns/issues arising out of these journeys.
* Ensure adherence at all times to all health and safety guidelines relating to the use of the vehicles and ensure that any replacement items required are reported to the General Manager/Senior Supervisor immediately.
* To keep the vehicles clean and tidy, fuel and oil topped up, ensure all necessary logbooks are kept in good order and up-to-date, and report any defects immediately to the General Manager or Senior Supervisor.

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| **Person Specification** |

## What we are looking for?

We are looking for people who are interested in working outdoors, with an interest in the environment and working as part of a team. The post holder will enjoy undertaking manual work in different types of weather and starting work early (often by 7.30am) and finishing by 3.30pm.

The work can be hard but you will be working with an experienced team of colleagues and we work on different sites in London, so every day is a bit a different. We expect all staff to be at our Denham offices by 7.30am Monday to Friday and on time. This post is 37 hours per week.

We encourage applications from either ex-offenders, those at risk of offending or have been in trouble with the police or in recovery and unemployed.

**We would love to hear from candidates who live in the Hillingdon area as part of our community work.**

**Below is a list of the qualities that we are looking for in applicants for this post. Please address each of these points in your application.**

**Essential**

* Able to undertake all the duties of the job, with or without the use of aids and adaptations, including the manual handling of heavy objects, (with training).
* Able to work as a member of a team undertaking maintenance duties to contract specified standards, ensuring that the quality of service is maintained to meet client or customer requirements.
* Able to undertake any administrative duties required, e.g. Completing any H & S forms and risk assessments, etc.
* Awareness of the health and safety regulations that affect the work area and able to work in accordance with all health and safety policy requirements; e.g., Manual handling, Personal Protective Equipment, (PPE), etc.
* To have a flexible and adaptable approach to work, including being willing and able to work as directed during the day, e.g. As relief and cover; to work unsociable hours, weekends and bank holidays if necessary to meet the demands of the service.

**Desirable:**

Full UK Driving Licence including 3.5 tonne

Previous experience of working within the horticulture industry

## What we offer

Alongside Simply Health coverage, and a contributory pension scheme to assist employees with their general health and well-being. We offer:

* Training opportunities and career development
* 3 days entitlement for Health and Wellbeing
* Season Ticket Loan Scheme
* Cycle to work scheme
* 25 days (rising to 30 with length of service) Annual Leave plus Bank Holidays
* Contributory Pension Scheme – Employer matched contributions of up to 6% in the first two years’ service and up to 9% thereafter
* Death in Service Payment (2x annual salary)
* Critical Illness Insurance (subject to qualifying criteria)