

## The HandyHelp Co (London and Bath)

### VACANCY OUTLINE

|                            |   |
|----------------------------|---|
| <b>Employer</b>            | The HandyHelp Co  |
| <b>Hours per week</b>      | Ad hoc shifts   |
| <b>Place of work</b>       | London (primarily South, East and Central) and Bath and North East Somerset   |
| <b>Rate of pay/TW band</b> | Starts at National Minimum Wage, 10% increase upon completion of training, induction and checks; opportunity to progress to Team Leader roles |

### ABOUT THE EMPLOYER

HandyHelp is a social enterprise jointly owned by Clean Slate and DHI. It provides basic help for householders around the home and garden, such as basic gardening, repairs, cleaning, painting and decorating, and also offers house clearance and removals. HandyHelp is involved in bringing empty homes into use and environmental projects. It is new, so is quite small, but hopes to grow rapidly, so we need a workforce interested in building the enterprise

### ABOUT THE ROLE

|                             |  |
|-----------------------------|--|
| <b>Objective</b>            | <ol style="list-style-type: none"> <li>1) Provide general labour to fulfil contracts for householders in the home/ garden</li> <li>2) Work under supervision, in teams and alone to high quality standards</li> </ol>  |
| <b>Routine tasks</b>        | <ol style="list-style-type: none"> <li>1) Basic gardening, cleaning or labouring</li> <li>2) Removal of garden waste, household rubbish and unwanted furniture as directed</li> <li>3) Basic painting and decorating tasks and minor maintenance and repairs</li> <li>4) General support for contractors and teams, including 'running' duties (ie, go to shops for materials, tools, supplies)</li> </ol> |
| <b>Training</b>             | Minimum Level 1 accredited training required prior to paid work. CSCS preferred  |
| <b>Personal development</b> | Induction ( <i>On the Job</i> ), delivered by Clean Slate  |
| <b>Supervision</b>          | On-site and remotely by employer. (Regular contact with CSTE; weekly sign-off of timesheet)  |

### THE PERSON (SPECIFICATION)

|                                |   |
|--------------------------------|---|
| <b>Literacy/ Numeracy</b>      | Not essential, although invoices/ timesheets must be completed  |
| <b>IT</b>                      | Not essential, although some information is sent by email   |
| <b>Experience/ Education</b>   | Level 1 work-related training   |
| <b>Skills specific to role</b> | <ol style="list-style-type: none"> <li>1) Understanding of health and safety around tools/ manual work</li> <li>2) Knowledge about use of tools</li> <li>3) Gardening, painting and manual labour skills</li> </ol>   |
| <b>Personal qualities</b>      | <ol style="list-style-type: none"> <li>1) Honest and reliable, punctual, willing to ask for help</li> <li>2) Mature and responsible, (able to say 'no' to a customer if job is too technical)</li> <li>3) Patient, flexible and calm under pressure</li> <li>4) Able to take direction, work well in a team and under own initiative</li> </ol> |
| <b>Health/ Wellbeing</b>       | 1) Able to undertake manual labour for periods of time, including outdoors  |
| <b>CRB check</b>               | All workers to be CRB checked and risk assessed (a criminal record may not disqualify a candidate and full disclosure, in confidence, will be viewed positively)  |