



Site Painter / Decorator Candidate Information Pack

January 2019

A message from the Chief Executive

Thank you for showing an interest in this position.

UKSA continues to deliver fantastic outcomes across our two key areas of work – Sea.Change and Sea.Careers.

In 2017/18 we will celebrate our 30th anniversary, having provided our services to over 100,000 people, see us further enhancing our financial sustainability, by ensuring our training revenues drive sufficient surplus into the charity thus enabling us to continue to invest in our transformational Sea.Change activities, but also look to the future.

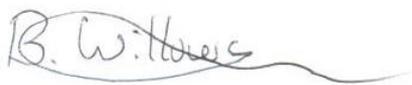
A new fundraising strategy has been developed to support our capital development plans. Some of this now relies on our key relationships with other charities who work with a similar demographic of young people. This partnership approach, which is favoured by funders, allows young people from these charities to visit UKSA for intensive programmes with the aim of helping them to break free from their existing lives and prepare them for other training and work. In addition we are actively seeking donations from individuals, Trusts and corporates who can help support our future sustainability. Since securing a grant for social investment in 2015/16, UKSA has been working towards becoming 'investment ready' for social finance which has allowed us to work with an external provider to build business plans to access social financing. This is integral to developing our capital plan as well as delivering more training to young people in need going forwards.

UKSA has recognised that in order for the charity to continue to develop and maintain its market position, investment is needed at its headquarters in Cowes. The accommodation is tired, inflexible and unsuitable. Creating a new flexible accommodation facility will enable an increase in capacity to maximise income and numbers of young people, and open up other income generating opportunities.

The necessary fundraising has commenced, with the aim to raise £3m to undertake the full refurbishment of the site. We intend to start building the new accommodation facility in the Autumn of 2018.

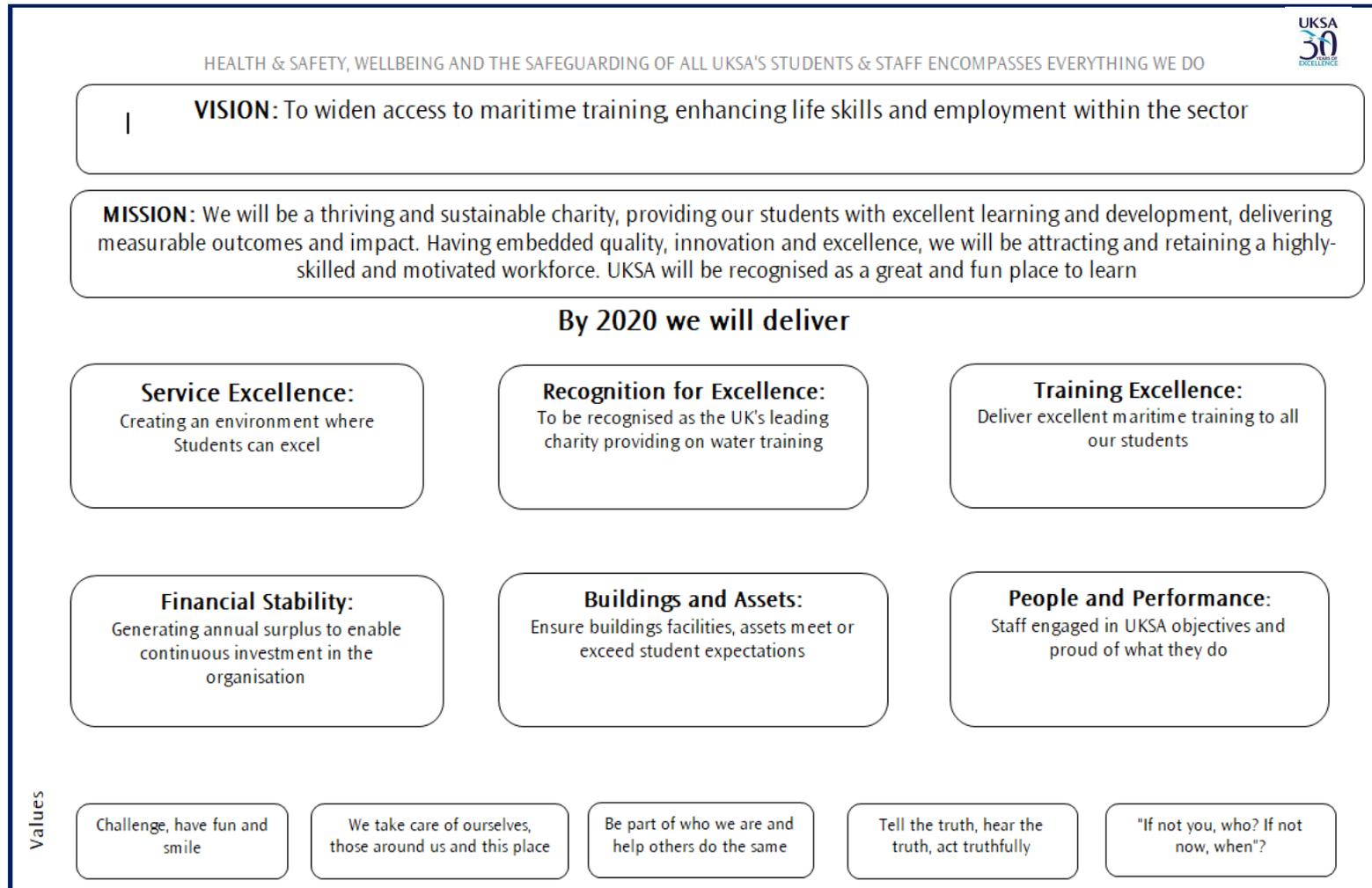
We have an exciting time ahead and we are looking for individuals who can be pro-active within a fast past and unique environment; who excel at being part of a team, thrive at solving problems and have a desire to be part of UKSA's future and in turn support young people who most need our help.

I look forward to your application.



Ben Willows
Chief Executive

Below is a summary of our "All Aboard Strategy" which shows our Vision, Mission 6 key strategic priorities and objectives along with our organisational Values.



About UKSA

We are a youth charity that uses the power of the sea to transform the lives of thousands of young people each year, from all around the UK. The charity was formed in 1987 by Noel and Sylvia Lister who wanted to educate and enrich the lives of young people, using their experience of the sea, including the infinite challenges and gifts it offers, and the power it holds to make change. Nearly thirty years on, this remarkable ethos remains at the heart of UKSA. Our activities fall into two areas:

Sea.Change

We provide life-changing opportunities to schools and groups, disadvantaged and disaffected young people who are not in education, employment or training (NEETs) and young offenders. A common theme for many of these individuals is the low expectation they have of themselves and we challenge them to transform and to create opportunities for themselves.

Sea.Careers

We are the world's largest provider of marine training, ranging from watersports instructor, through to training officers working on vessels up to 3,000 gross tonnes. This work cross-subsidises our 'Sea Change' activities.

We are proud of the large number of students who leave us to start their first jobs in the maritime industry, and go onto a lifetime of opportunity.

Application process

Please complete the application form which is available on the website and email it to

recruitment@uksa.org

Closing date: 5pm Wednesday 23rd January 2019

Date for interview/selection: Monday 28th January and Tuesday 29th January 2019

Shortlisted applicants will be invited to:

- Attend an interview as part of the process.

Job Description and Person Specification	
Job Title:	Site Painter and Decorator.
Reporting to:	Head of Facilities & Hotel Services
People/Team Management:	N/A
Band:	4
<p>Key Purpose:</p> <ul style="list-style-type: none"> • To work throughout UKSA painting and decorating, including inside and outside areas. • To ensure work is carried out proficiently, resourcefully and to a high standard. • To support the rest of the Site maintenance team where needed. • To observe UKSA Health and Safety Policies at all times. 	
<p>The duties and responsibilities will include but are not limited to:</p> <ul style="list-style-type: none"> • Identifying, preparing and decorating internal and external elements of the building and grounds, which may include the use of paint, papers and other decorative finishes. • Identifying maintenance, repairs and new jobs and assisting in the planning of work with the Facilities Manager • Assisting the Facilities Manager in making contact with materials suppliers and if required making contact with and liaising with contractors and ordering materials and supplies. • Working as part of the maintenance team and as directed by the Head of Facilities & Hotel Services; • Programming disruptive maintenance work with the Head of Facilities & Hotel Services and Heads of Departments, to ensure the least amount of disruption possible to other departments and students; • Carrying out, under the direction of the Head of Facilities & Hotel Services, reported maintenance issues ensuring Health and Safety concerns take priority; • Managing specific projects and tasks independently, but under the direction of the Head of Facilities & Hotel Services • When required, operating alongside external contractors working on site; • Controlling wastage of time and materials and resourcing responsibly; • Being available to work with the Fleet Maintenance Team, if the workload is considered essential. • Working weekends on a rotational basis; • Working as part of the 'Christmas refurbishment team', to carry out essential maintenance work over the UKSA shutdown period; 	

Health & Safety

- Demonstrate a duty of care of your own health and safety and that of other employees, co-workers, customers and other UKSA personnel to help everyone meet our share legal requirements.

Financial & Performance Management

- Ensure the delivery of effective performance management, financial control and budget management for areas of responsibility.
- Support the preparation of annual budgets for income, expenditure, staffing and capital.

Individual/Team Performance and Development

- Ensure adherence to all policies and procedures and promote the Vision, Purpose and Values of UKSA
- Understand your objectives and how these fit in with individual, team and business performance
- Take responsibility for your own performance and development by preparing for and take full part in 1-1 reviews and appraisals with your manager

General

- Comply with and promote UKSA equality and diversity, data protection and health & safety policies and procedures.
- Make a commitment to deliver excellent customer service.

This Job Description and Person Specification is not exhaustive and reasonable flexibility is expected to meet the changing needs of the business; it will be reviewed and may be updated from time to time in conjunction with the post holder.

Person Specification		
	Essential	Desirable
Knowledge:	<ul style="list-style-type: none"> • Excellent all round building maintenance knowledge • Good all round knowledge of site Health & Safety 	
Qualifications:	<ul style="list-style-type: none"> • Appropriate qualifications are required for this post City and Guilds or NVQ3 	
Experience:	<ul style="list-style-type: none"> • Previously worked in a maintenance role • Can provide DIY/general repair, carpentry and groundworks to a high standard. 	<ul style="list-style-type: none"> • Electrical knowledge
Skills:	<ul style="list-style-type: none"> • Excellent organisational skills • Good communicator • Motivated, flexible and reliable • Desire to deliver excellent customer service 	



Site Painter / Decorator - Key terms and conditions

Salary	£18,000 - £20,000 per annum depending on experience Payable on 28 th of each month
Annual Leave	25 days plus Bank Holidays The leave year runs from 1 December to 30 November.
Working Hours	The hours for this role are 40 hours per week, to be worked flexibly over 5 days including some weekends and bank holidays.
Location	This role is based at UKSA, Arctic Road, Cowes.
Pension	National Employment Savings Trust Employer contribution of 1%
Sickness	In the first three months of employment you are entitled to Statutory Sick Pay only, thereafter UKSA will pay up to 6 casual or "waiting" days in any rolling calendar year.
Notice Period	During the probationary period notice will be 1 weeks and after that 4 weeks notice will be required.
Probationary Period	6 months
Disclosure & Barring Service Check	Required – An valid and Enhanced DBS needs to be in place before starting work with UKSA

