**ILM**

***JOB DESCRIPTION***

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| JOB TITLE: | **Holistic Craft Assistant**  |
| RESPONSIBLE TO: | Training Mentor |
| SALARY / GRADE: | NMW  |
| HOURS: | 12 hours per week – over 16 weeks |
| LOCATION: | Devol Port Glasgow |
| ELIGIBILITY | Applicants must be unemployed, Inverclyde Resident |
| CLOSING DATE |  |
| **OVERVIEW** |
| This job is supported through Inverclyde Council and delivered by Inverclyde Community Development Trust as part of the Employability Contract. To be eligible to apply, you must be resident within Inverclyde and unemployed. You must be registered to The Trust’s Employability Service. If you are not already registered, a registration appointment will be scheduled upon receiving your application.  |
| JOB PURPOSE |
| Inverclyde Community Development Trust is a local charity offering training and skills development opportunities within a supportive holistic, and creative environment to individuals and groups with learning and/or physical disabilities, mental health issues and long-term unemployment.A vacancy has arisen for Holistic Craft Assistants to support the staff team in the delivery of holistic craft activities, making and selling through our community Pantry which will offer gifts, cards and other creative items. We are seeking to recruit someone who wants to get into the world of work and access opportunities and reach their potential. |
| KEY TASKS |
| Main Tasks:* To assist in the planning, preparation and clearing away of workshop materials.
* To participate in activities which will develop your physical, cognitive and social skills to improve confidence, self-esteem and personal development.
* Undertake duties both in our workshop or other local premises owned by The Trust.
* To be involved in the process of making crafts from various materials for sale at affordable prices within our community pantry using functional designs.
* To create original works of craft for their aesthetic value.
* Promote and participate in our climate change activities – ‘Reduce, Re-use, Recycle.
* To attend staff meetings and group sessions at various locations where appropriate.
* To participate in training and development relevant to the role and organisation.
* To follow Policy and Procedures relevant to the organisation.
* Maintaining Health and Safety standards and procedures within the and off site.

General Responsibilities:* To ensure that the Health and Safety and Safeguarding aspects of any activities are adhered to in line with The Trust policy and procedures.
* Ensure a health and safe place of work for all employees through maintaining Health and Safety Standards and Procedures throughout the centre and off site.
* At all times carry out the responsibilities of the post within the terms of the Organisation’s Equal Opportunities Policy.
* To make a significant contribution to the Inverclyde Community Development Trust.
* Co-operate with all staff in maintaining good relationships with outside agencies and the general public to uphold the organisation’s image and win increased support for its work.
* To undertake any training that may be required.
* To undertake any other duties appropriate to the post and, after consultation, as required by Inverclyde Community Development Trust.
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| **JOB/PERSON SPECIFICATION** |
| **ESSENTIAL KNOWLEDGE/ SKILLS/ EXPERIENCE/ REQUIREMENTS:** |
| * Flexible & adaptable to change within a busy, productive work environment.
* Willing, hardworking and keen to learn new skills.
* Willing to work well as part of a team and contribute equally.
* Good communication skills and empathy with people of all abilities.
* To develop portfolio highlighting personal development and creative style.
* Aware of and respond to Health & Safety issues in work areas with regard to setting up, running and clearing away after activities.
* Ability to follow instruction.
* Always be punctual with effective time management skills.
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| ***DESIRABLE KNOWLEDGE/ SKILLS/ EXPERIENCE:*** |
| * Candidates should be willing to undertake activities to support growth and personal development, with a view to progression being, moving into employment.
* Committed to exploring and trying new things and a willingness to engage in holistic methods of learning.
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**To apply please forward your CV to info@the-trust.org.uk**

*Due to the high volume of applicants applying for the vacancies being advertised we will not be writing to candidates who are not short-listed for interview.*