

JOB DESCRIPTION	
JOB TITLE:	Offsite Supervisor
RESPONSIBLE TO:	Project Co-ordinator (Environmental Training)
SALARY/GRADE:	£12.47 per hr/ 31st March 2019
HOURS:	35 hours per week (flexible)
LOCATION	Port Glasgow Business & Training Centre / Working across Inverclyde on various sites

JOB PURPOSE
<p>The Site Supervisor is responsible for the delivery of our Environmental/Physical Regeneration Programmes.</p>
<p>Each Supervisor has a teams of approximately 6 trainees (this can double on an overlap period) who are participating in our "Paid Work Experience Programme" (This will involve 16-29 year olds and 30 year old plus)</p>
<p><u>The purpose of these programmes is to provide:</u></p> <ul style="list-style-type: none"> ● A structured programme to prepare unemployed people for the "World of Work" ● Basic training that will enable participants to acquire accreditation in a range of skills ● In still a healthy attitude and work ethic that will assist participants securing and maintaining employment in the future ● Help participants with job search skills, C.V.s, interview skills etc. (provided by Trust Employability Services)

JOB/PERSON SPECIFICATION
KEY TASKS
<ul style="list-style-type: none"> ● Ensuring all sites are safe and secure and ensuring Team Leaders/Trainees are aware of all Health and Safety issues.
<ul style="list-style-type: none"> ● To work with Trust Health and Safety Officer to ensure all relevant staff work to agreed Health and Safety Plans
<ul style="list-style-type: none"> ● Completion of daily timesheets and holiday requests signed off by Project Co-ordinator
<ul style="list-style-type: none"> ● Maintaining materials control and advising Project Co-ordinator of need for materials to be purchased/delivered
<ul style="list-style-type: none"> ● Be patient, enthusiastic, supportive, fair, and consistent in all dealings with the Trainees
<ul style="list-style-type: none"> ● To infill for Team Leaders due to absence etc. In specific areas
KEY TASKS cont.
<ul style="list-style-type: none"> ● Pass on basic skills in construction / hard & soft landscaping
<ul style="list-style-type: none"> ● Develop a strong sense of team work with all trainees in their teams
<ul style="list-style-type: none"> ● In line with <u>Trust Policies</u> and <u>Project Co-ordinator</u>, deal with all disciplinary issues
<ul style="list-style-type: none"> ● Responsible for all tools, equipment etc. and their safe use, maintenance, and return
<ul style="list-style-type: none"> ● Supervisors are responsible for daily & weekly checks all vans / welfare units and Daily Site Diary
OTHER DUTIES
<ul style="list-style-type: none"> ● Any other duties as required
JOB/PERSON SPECIFICATION
ESSENTIAL KNOWLEDGE/SKILLS/EXPERIENCE
<ul style="list-style-type: none"> ● Valid CSCS card
<ul style="list-style-type: none"> ● Good background in Construction/Workshops/Environmental Work
<ul style="list-style-type: none"> ● Previous Supervisory Experience
<ul style="list-style-type: none"> ● Leading with practical skills on site
<ul style="list-style-type: none"> ● Strong organisational skills

● Ability to deliver projects / programmes on time
● Clean Driving License
● Commitment to helping people develop their skills
● Good communication skills
● Willingness to participate in training
● Satisfactory PVG check required