



Partington
Parish Council

CIW (Part Time) Job Description (20hrs per week).

JOB TITLE; (Community Improvement worker) CIW

HOURS OF WORK..... (To be agreed councils' discretion)

The Parish council has already been proven as a caring and supportive employer so if you have any concerns regarding such areas of childcare/schooling and medical needs you will need to raise this at the application stage, so we can support where possible; (for example such as being able to drop your children off at school).

RATE OF PAY..... (National minimum wage).

DUTIES;

To carry out duties set by Parish Clerk/Employee manager which has been previously agreed by employment committee.

All duties will be in relation to maintenance/cleaning and refurbishment of all areas of Partington and agreed areas.

You will be expected to work a maximum of 4 additional, 4 hour shifts per annum, ranging from Saturdays or evening events which will take place locally, of which you will receive a day in Lieu. Examples could be for being present at community events, helping councillors to show representation of the Parish Council or to support as requested by your manager the Parish Clerk. A minimum of 7 days' notice will be required for the day to be taken. Special allowances for specific reasons may be granted by your manager and council.

This position comes with relevant holiday allowances and pay.

Full PPE/training and communication resources will be supplied, however it is will be your responsibility to look after your PPE as much as possible. You will also be expected to attend 6-monthly appraisals set by council (in working hours) to address strengths and targets.

This position will have a **3-month probation** period attached to allow the manager and council to be able to appraise your ability to adhere to the following listed below;

- Time-keeping
- Attitude
- Appearance
- Honesty



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- Reliability
- Ability to meet time constraints and time tabling;
- To carry out duties to the full set by your manager at the same time to professional standards.
- Attendance of training and appraisals supplied by the council.
- Practice health & safety to the highest standard.
- Ability to show good professional character always.

Your position will be appraised every 6 months to allow areas of strength and improvement to be identified.

This position is for residents to apply for who currently hold a full clean driving licence.

Additional comments you would like to add;

Due to data protection laws, please tick the box if you agree for the Parish Council to keep your information on file for 3 months.

If you feel you would like to apply for one of these positions you can download the application form on the Parish Council website; www.partingtonparishcouncil.co.uk/notice-board

Then submit you're CV by post to the below address or to partingtonparishcouncil@trafford.gov.uk along with a covering letter detailing why you would like to apply for the vacancy.

**Partington Parish Council
The Community Centre
99 Central Road
Partington
Manchester
M31 4FL**

The closing date for applications is July 8th 2020; once this date has passed the committee will short list and invite selected candidates for interview with the potential start date of August 1st 2020.