



Job Vacancy – Community Improvement Worker.

JOB TITLE: (Community Improvement worker) CIW

HOURS OF WORK: (To be agreed at councils' discretion)

The Parish Council prides itself on being a caring and supportive employer so if you have any daily 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.

RATE OF PAY: (National Minimum wage).

DUTIES:

To carry out duties set by Parish Clerk/Employee manager,

All duties to include, but not limited to maintenance, cleaning & litter picking with use of street dandy and refurbishment of all areas of Partington and agreed areas.

You will be required to work a maximum of 4 additional days per annum (4hrs) of which you will receive a day in lieu. Examples could be to be present at community events helping councillors to show a representation of the Parish Council or to support as requested by your manager the Parish clerk. Additional days worked will be given as time back in to be arranged.

This position comes with relevant holiday allowances and pay.

Full PPE and communication resources will be supplied, however it is will be your responsibility to look after your PPE as much as possible.

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
- 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.



Partington

Parish Council

OPTION OF EMPLOYMENT:

Option 1;

Two positions of **16hrs per week** (days to be decided on securing post)

£8.72per hour 16 hrs per week

Position 1

Week 1= Monday, Tuesday, Wednesday & Thursday

Week 2= Tuesday, Wednesday, Thursday & Friday

Position 2

Week 1= Tuesday, Wednesday, Thursday & Friday

Week 2= Monday Tuesday, Wednesday & Thursday.

This position initially for local residents to apply and a full clean driving licence is preferred

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 would like to apply for one of these positions submit this completed form with your most up to date CV and a covering letter detailing why you would like to be considered for this post to the below address or to

partingtonparishcouncil@trafford.gov.uk

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

The closing date for applications is August 10th 2020; once this date has passed the committee will short list and invite selected candidates for interview with the potential start date of September 1st 2020.