

## Job description

### **Trainee**

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#### **Qualifications and Experience:**

Good level of general education with basic numeracy and literacy. Some experience gained through volunteering or work experience placement is desirable.

#### **Accountability and Responsibilities:**

Trainees will be responsible to a delegated person, nominated and agreed by the Fyne Futures Board. Trainees will commit to learning and development activities. Trainees will be responsible for following instructions that ensure their safety whilst undertaking functional duties. Trainees will at all times be respectful and helpful to the community we serve.

#### **Main Objectives of Post**

- To develop skills that will assist participant in maintaining paid employment
- To understand competence behaviours that will enhance opportunities of sustaining employment
- To gain a thorough understanding and working knowledge of Fyne Futures goods and services
- To ensure compliance of Fyne Futures policies and processes

The main job activities are as follows:

- To undertake functional activities when aligned to a specific business unit [delete as appropriate]
  - Horticultural Trainee – Grow Your Own Vegetable; General Horticulture for Food Production Skills; Green Box Sales
- To adhere to Health, Safety and Wellbeing requirements and work to ensure high level of H&S awareness is maintained.
- To undertake training as required by the needs of the post
- To carry out other such duties and responsibilities as may be required from time to time by the line manager.

**Person Specification:*****Essential skills and experience:***

- Questioning and listening skills
- Willingness to develop the follow competency behaviours
  - Showing initiative that improves customer care
  - Problem solving for business effectiveness
  - Leading teams that improves performance

***Desirable skills:***

- Good level of education including numeracy and literacy

***Personal qualities:***

- Be committed to the social and community objectives of Fyne Futures Ltd
- Be a good communicator and get on well with others
- Be able to deal with the public in a sensitive manner
- Possess the ability to work unsupervised and use own initiative
- Possess good organisational skills
- Be capable of working in a team situation
- Possess a positive attitude to disadvantaged and vulnerable members of society
- Possess a desire and have the ability to promote environmental awareness with respect to low carbon living
- Possess a friendly and enthusiastic disposition

**Hours:**

15 hour week within Monday – Friday 8.30am – 5pm operating hours

You may be required to work Saturdays, Public and Bank holidays with the exception of Christmas Day, Boxing Day and New Year's Day, 2<sup>nd</sup> January.

**Salary:**

National Minimum Wage, paid monthly

**Holiday:**

37 days per year including statutory entitlement (pro-rata)