

## **JOB DESCRIPTION**

**JOB TITLE:** Horticulture and Estates Apprentice

**GRADE:**

**REPORTING TO:** Estates Team Leader

**RESPONSIBLE FOR:** No Direct Reports

## **ROLE SUMMARY**

To complete a program of development and training in Neighbourhoods working as part of the Horticultural and Estates Team to ensure our estates are maintained to a high standard.

## **MAIN DUTIES & RESPONSIBILITIES**

Specific objectives and deliverables will be agreed as part of your annual performance and development review (PDR) process, the points below are a summary of your main duties and responsibilities.

- To work as part of a team with the Horticultural and Estates Team ensuring appropriate standards are met on Estates.
- To maintain a high standard of environmental cleanliness on our Estates.
- To assist in carrying out inspections to our communal areas within flat blocks as required.
- To undertake general gardening and maintenance tasks to our properties and areas of land as required.
- Under-take general gardening and maintenance tasks to our properties and areas of land as required.
- To work as part of the believe housing Neighbourhoods and Horticultural and Estates Teams contributing to continuous service improvement.
- Manage health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy.
- Comply with Group confidentiality and information security policies at all times.

Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties.

## PERSON SPECIFICATION

|                  | Essential  | Desirable  | Method of Assessment   |
|------------------|--|--|--|
| Qualifications   | If you're under 19, you must have Level 2 qualifications in English and maths (GCSE grade 4/C or Functional Skills).   |  | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Selection Process</li> <li>• Pre-employment checks</li> </ul> |
| Experience       | <p>Experience in working as a team player</p> <p>Experience of using computers and software packages eg Microsoft Outlook, Word, Excel and PowerPoint, email and Internet</p>  | <p>Experience of dealing directly with customers</p> <p>Experience of IT systems</p> | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Selection Process</li> </ul>                                  |
| Skills/knowledge | <p>Strong literacy and numeracy skills</p> <p>Confident communicator and able to deal with problems</p> <p>Personable and comfortable in dealing with new people including tenants, tradesmen, and colleagues</p> <p>Be conscientious and diligent and show attention to detail</p> <p>Ability to work on own initiative and be a self-starter</p> <p>Ability to work to deadlines.</p> <p>Team worker</p> <p>Flexible approach to dealing with and adapting to change.</p> <p>Committed to providing excellent customer service</p> | <p>Knowledge/understanding of the Social Housing Sector or willing to learn</p>      | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Selection Process</li> </ul>                                  |

Ability to respect confidentiality and recognise the importance of data protection.

Passionate about beginning a career in the property sector