



Application Pack

Maintenance Assistant

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About Emmaus

We offer a home, not just a bed for the night.

Our vision: A world in which everyone has a home and a sense of belonging

At Emmaus Village Carlton, formerly homeless people find a place where they can enjoy companionship and support. Each person has their own room whilst living in the community. When a companion wants to move on, he or she will be assisted to find accommodation and work.

We offer work

All companions (residents) work full time and there is work for everyone. The shops and bistro provide a commercial setting where skills can be learned in a supported and friendly atmosphere.

We offer a new beginning

Emmaus offers homeless people a fresh start in life with the support of the community around them. They can stay as long as they wish and are offered opportunities to train and acquire new skills. When a companion wants to move on, he or she will be assisted to find accommodation and work.

Emmaus in the world

Emmaus isn't just in the UK, in fact it originally started in France in the 1940s. Since then Emmaus has grown into an international movement with more than 300 groups based in 36 countries across the world. Emmaus started in France shortly after the Second World War, when homelessness was a big issue.

The first Emmaus community was founded in Paris, in 1949, by Father Henri-Antoine Grouès, better known as Abbé Pierre. He was an MP, Catholic priest and former member of the French Resistance who fought to provide homes for those who lived on the streets of Paris. One night, a man called Georges was brought to Abbé Pierre after a failed suicide attempt. Georges had been released after 20 years in prison, only to find his family unable to cope with his return home, leaving him with nowhere to go. He turned to the Abbé for help, but instead Abbé Pierre asked Georges to help him, building houses for the homeless mothers who came looking for his support.

Georges became the first Emmaus companion, living with Abbé Pierre and helping him to build temporary homes for those in need, first in the priest's own garden, then wherever land could be bought or scrounged. He later said:

Whatever else he might have given me - money, home, somewhere to work - I'd have still tried to kill myself again. What I was missing, and what he offered, was something to live for." Georges - the first Emmaus companion

How it works

There are currently 29 Emmaus communities across the UK, providing a home and meaningful work to more than 750 formerly homeless people. In addition to this, there are five emerging groups, working hard to establish new communities. No two Emmaus communities are the same – each has its own individual personality, providing a set of services that meet the needs of its local area. The UK is now the largest Emmaus movement outside of France.

Social enterprise is central to the Emmaus model as it provides meaningful work for companions but also generates funding to maintain communities. Companions living in Emmaus communities are expected to sign off all benefits, with the exception of housing benefit, which is used to help to support the community. The rest of the funding that is needed is generated through social enterprise activities and fundraising.

Solidarity, helping others less fortunate than yourself, is central to the Emmaus way of life. Everyone at Emmaus, including companions, staff, trustees and volunteers is encouraged to carry out acts of solidarity to support people who need it most.

For companions, this has a huge impact on their confidence and self-worth, showing them that they *can* make a difference to someone else's life and add value to the lives of people around them.

Our impact

Emmaus doesn't only have a significant impact on the lives of people who have experienced homelessness and social exclusion, it also brings wider social and economic benefits.

Research carried out in 2012 found that for every £1 invested in an established Emmaus community, £11 is generated in social, environmental and economic returns.

The benefits included:

- Keeping people out of hospital, and helping them to be safe and well, saved the Department of Health £1,478,506 for NHS and emergency service costs;
- Emmaus saved local government £2,447,612 which would have been spent on hostel accommodation, drug and alcohol services and landfill;
- Keeping people in work and out of prison saved the Ministry of Justice £778,435.

The report found that Emmaus communities successfully provide a place for people in vulnerable housing situations to rebuild their lives by offering them meaningful work and support. Significant benefits were linked to substantial improvements in companions' physical and mental health, including reductions in substance misuse.



Maintenance Assistant – Full Time. Permanent Post

Do you have a minimum of 2 years general building / maintenance experience and want a rewarding role at the heart of our social enterprise operations?

Emmaus Village Carlton is looking for a highly motivated individual to be responsible for the day to day maintenance of our one single 6-hectare site. As a member the team you be expected to support the welfare, care and development of companions in the community in a manner which embodies the Emmaus ethos.

The successful candidate will strive to encourage, develop and maintain good working relationships with all parts of the community, including staff, volunteers, companions and trustees. You will have a belief in the potential of each individual and an understanding of the importance of the Community in helping each person to achieve their potential.

If you would like to join the team at this dynamic and successful charity and have the experience, drive and enthusiasm to undertake this important role, we would like to hear from you as soon as possible.

Terms of employment

Salary:	£19,500 per annum gross
Hours of work:	40 hours per week: Monday – Friday, 8.30 am to 5.00 pm with flexibility to cover sickness and holidays as required.
Pension:	An auto enrolment pension arrangement whereby the employer contributes 5% and employees 3%
Holidays:	23 days per year plus Bank holidays
Training and development:	Individually tailored induction, training and development
Employee Assistance:	24/7 employee assistance scheme is available

Application process

To apply please **send your CV with a supporting letter** (maximum 1-side of A4) detailing:

1. Why are you applying for this role?
2. What skills and experience do you have which make you the best candidate for the position?

to Tom Blight, Recycling and Reuse Manager at tomblight@emmausvc.org by **9.00am, Monday 10th August 2020**.

Those shortlisted will be invited to an **interview on Wednesday 19th August 2020**. Before you apply, please ensure you are available on this date.

Find out more about Emmaus Village Carlton by visiting https://www.emmaus.org.uk/village_carlton

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age

Emmaus Village Carlton, School Lane, Carlton, MK43 7LQ. T: 01234 720826
Charity Number: 1083113. Company Number: 3924340



Emmaus Village Carlton Maintenance Assistant Job Description

Job Title:	Maintenance Assistant
Reports To:	Recycling and Reuse Manager
Location:	Emmaus Village Carlton, School Lane, Carlton. MK43 7LQ

Job Purpose

Reporting to the Recycling and Reuse, the Maintenance Assistant will be responsible for the day to day maintenance of Emmaus Village Carlton buildings and grounds. Working alongside companions supporting their training and development.

Actively contribute and support the overall business aims and objectives of Emmaus Village Carlton, working within Emmaus principles and policies.

Duties and Responsibilities

Responsible to the Recycling and Reuse Manager for:

Day to day routine and preventative maintenance which may include:

- Repair of fixtures and fittings (curtain rails, door handles, door locks etc.)
- Care of drains, roof guttering and plant on site
- Painting and decorating (internal and external)
- Brick and block work
- First and second fix of timber work
- Some basic domestic plumbing
- Floor laying, laminate, lino and carpet
- Glazing
- Routine health and safety on site
- Cleaning on site as required
- General repairs as required
- Maintaining the maintenance log and service record

Health and Safety:

- Adherence to all procedures related to Health and Safety and COSHH regulations
- Ensure all equipment used is well maintained, in good working order and to log any defects and report the Recycling and Reuse Manager as required
- Maintain high standards of cleanliness, personal hygiene and appearance at all times

Team working:

- Willingness to undertake personal professional development as required
- Promote teamwork and motivate staff, companions and volunteers to ensure effective working relations and communication.

Other Duties:

- Willingness to work flexibly including out of hours
- Attend meetings and actively contribute to the overall Community Strategy as required
- Perform any other tasks or duties deemed necessary by the Recycling and Reuse Manager

Working Conditions

Emmaus Village Carlton runs its business operations seven days a week and provides 24 hour, 7-days/week support to the Community. We open to the public 5 days per week, Wednesday to Sunday. Days and hours of work will be agreed with the Recycling and Reuse Manager as appropriate.

Emmaus works with vulnerable adults at risk. Staff and volunteers must observe the proper demarcation and professional boundaries while performing their role. All roles within Emmaus Village Carlton are subject to an enhanced DBS check.

All staff must always act in a way which will maintain the good reputation of Emmaus Village Carlton, upholding the policies and procedures of Emmaus and striving to preserve good working relationships with staff, volunteers, companions and trustees. All staff are obligated to keep the appropriate and key personnel informed of significant matters relating to the Community confidential.

In Emmaus, volunteers are an important resource and make a vital contribution to Emmaus' aim to take action to help disadvantaged people. Emmaus therefore encourages the development and support of volunteer involvement in its work.

We expect you to carry out your job responsibilities in an environmentally aware manner. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound 'value for money' principles when undertaking purchasing or supply of goods and services.

Physical Requirements

Emmaus Village Carlton is currently based on one single 6-hectare site. There are two trading buildings open to the public, an 'Under 1 Roof' building for sorting of donated goods, a waste recycling area, offices, gardens and grounds, playing fields, three residential houses for beneficiaries, and staff accommodation.

Person Specification	
Essential	Desirable
Experience	
<ul style="list-style-type: none"> • A minimum of 2 years general building/maintenance experience including: <ul style="list-style-type: none"> • Carpentry • Plumbing • General building • Plastering • Decorating 	<ul style="list-style-type: none"> • Working with vulnerable people or people with challenging behaviour • Experience of working with volunteers • Experience of working with and relating to a diverse range of people
Education / Professional Certification	
<ul style="list-style-type: none"> • GCSE or equivalent in maths and English. • Level 2 NVQ, City and Guild or equivalent qualification. 	<ul style="list-style-type: none"> • Other related professional education/training. • IOSH qualification.
Skills	
<ul style="list-style-type: none"> • Easy and friendly manner demonstrating empathy, fairness and professionalism. • Good communication and motivational skills. • Effective time management and organisational skills. • Effective written and verbal communication skills. • Methodical, tidy and organised approach to work. • Ability to stay calm under pressure. • Basic computer skills (Excel, Word & Internet) 	
Personal Characteristics	
<ul style="list-style-type: none"> • A belief in the potential of each individual and an understanding of the importance of community in helping an individual to achieve their potential. • Effective team player, with the ability to lead, work and delegate. • Able to work unsupervised and on own initiative. • Self-motivated. • Ability and willingness to work with and alongside companions, staff and volunteers. • Empathetic and understanding of a wide range of needs and experiences. • Awareness and acceptance of own limitations. • Commitment to environmental sustainability and social development. • Awareness, understanding and compliance to Equal Opportunities. • Understanding of professional boundaries. • Able to welcome people into the community with no prejudice. 	