



Groundwork Caerphilly

Groundwork supports communities in need, working with partners to help improve the quality of people's lives, their prospects and potential and the places where they live, work and play. Our vision is of a society of sustainable communities which are vibrant, healthy and safe, which respect the local and global environment and where individuals and enterprise prosper.

We are currently recruiting the following personnel:

COMMUNITY TASK FORCE

Community Task Force is a new Department of Work and Pensions initiative, offering quality work experience and job search opportunities for long term unemployed young people. Its aims are to increase the employability of young people, and move them nearer to entering employment.

This programme is currently recruiting the following posts:

PLACEMENT OFFICER X 2

Fixed Term until March 2011

Salary to £19,600pa

Full time – 37 hours per week (flexibility is required for evening or weekend work)

Develop links with placements and opportunities for work based employment experience with local employers and service providers within the community. Good communication and relationship skills are an essential requirement of this post.

EMPLOYABILITY SUPPORT MENTOR X 2

Fixed Term until March 2011

Salary to £19,600pa

Full time – 37 hours per week (flexibility is required for evening or weekend work)

Develop and deliver training and employability support programmes, tracking progress of customers and identifying opportunities for improvement of customers. Good communication skills and experience of delivering employability training is an essential requirement of this post.

PLACEMENT SUPERVISOR X 2

Fixed Term until March 2011

Salary to £19,600pa

Full time – 37 hours per week (flexibility is required for evening or weekend work)

Providing support and guidance to local employers and monitoring customers whilst working out in the community. Good communication and organisational skills are an essential requirement of this post.

We are also recruiting the following personnel within our community programmes:

CLEANER GREENER COMMUNITIES OFFICER

Fixed Term until March 2011

Salary £17,158 - £20,105pa

Full time – 37 hours per week (flexibility is required for evening or weekend work)

Location: working within the Heads of the Valleys area

Working as part of the Heads of the Valleys funded 'Cleaner Greener Communities team' delivering practical environmental improvements across the Heads of the Valley region in partnership with Keep Wales Tidy and BTCV. The officer will be responsible to work with community groups to develop and deliver practical environmental improvement projects. Individuals will need to have relevant proven experience.

COMMUNITY ENVIRONMENTAL NETWORK PROJECT OFFICER

Fixed Term - Maternity Cover until March 2011

Salary £17,158 - £20,105pa

Full time – 37 hours per week (flexibility is required for evening or weekend work)

Working as part of a dynamic Communities First team, you will help local communities to identify, develop and manage a network of community led environmental regeneration projects. This programme is funded by the Welsh Assembly Government until March 2012. Project Officer candidates will require a proven track record in community engagement and development along with experience of the planning and delivery of projects.

Interviews for the Community Environmental Network Officer post will be held on Friday 26th February 2010.

A high standard of IT experience is essential as well as good communication skills and a commitment to achieving successful and sustainable schemes with our partners is a requirement for all of the above posts. These posts are subject to an enhanced CRB check.

Closing date for all applications is at 12pm on Thursday 18th February 2010.

Contact Groundwork Caerphilly on 01495 222605 or email: caerphilly@groundwork.org.uk for an application pack.

Groundwork is an equal opportunities employer and welcomes applications from all members of the community.



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