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**Are you enthusiastic about making a difference in young people’s lives?**

Helm’s long-term vision is a Scotland where all young people dare to dream and can make those dreams a reality. Our more immediate mission is to ensure that young people in Scotland have access to the education and training that supports them to learn. Our strategy for achieving this focuses on three key activities, which we believe, will make education, training and employment accessible and achievable for all:

* Give Young People a Voice
* Remove Barriers to Learning and Employment
* Develop Education, Training and Employment Services

Due to expanding our team, we have an exciting opportunity for a dynamic individual to support young people and deliver training in the area of mechanics and allied trades. The successful candidate will have experience working as a mechanic or wide-ranging experience in a range of fields ideally with cars / vans and motorbikes. Experience of supporting apprentices or young people in a training environment would be of benefit to the role.

Key responsibilities in the role include:

* Deliver foundation training in mechanics up to SCQF level 4 relevant to accessing a career in automated industries and related employment
* Provide Health & Safety training and be aware of Health & Safety Policies and your responsibilities to the learner group undergoing training
* Provide continuous monitoring and evaluation of students throughout training and provide information to keyworkers on learners’ progress.
* Evaluate and modify training programme as required to suit learners
* Liaise with external agencies regarding referral and promotion of Helm’s services.

What do we give you in return? We provide you with a competitive salary, 35 days annual leave, health benefits, a pension plan, a generous range of benefits and job satisfaction with a real opportunity to make a difference every day.

We are committed to the safeguarding and welfare of all young people and use a thorough and rigorous recruitment and selection process including PVG Scheme checks to ensure this commitment is not compromised.

Please complete the attached application form and send to [enquiries@helmtraining.co.uk](mailto:enquiries@helmtraining.co.uk)

The closing date for applications is the 18th November 2022. CVs are not to be submitted.

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# CARING - RESPECTFUL- COLLABORATING

# JOB DESCRIPTION

**POST TITLE**: Mechanic Instructor – Helm Autocare Learning Garage

**RESPONSIBLE TO**: Deputy Operations Manager

**LOCATION**: Dundee

**HOURS:** 35hrs per week

**SALARY**: £24,500 p.a.

**VISION AND MISSION**

Our long-term vision is a Scotland where all young people dare to dream and can make those dreams a reality. Our more immediate mission is to ensure that young people in Scotland have access to the education and training that supports them to learn. Our strategy for achieving this focuses on three key activities, which we believe, will make education, training and employment accessible and achievable for all:

* Give Young People a Voice
* Remove Barriers to Learning and Employment
* Develop Education, Training and Employment Services

**JOB PURPOSE:**

To support the employability and personal development of young people aged 16 - 24 not in education, employment or training, using a youth work approach. Some of the young people are classified as vulnerable and hard to reach, with a range of social, emotional and behavioural difficulties.

The aim of the Helm team is to improve the life chances of young people and to inspire them to have higher personal aspirations for a brighter future. To provide intensive support to students focusing on attendance and timekeeping, behaviour, resilience, health, aspirations and relationships, and attainment of qualifications.

All work is focused on helping students overcome their barriers and encouraging them to a positive destination on completion of the programme, i.e. college, jobs, apprenticeships or advanced level training programmes.

To deliver training to young people in the area of mechanics and allied trades covering a syllabus that will introduce learners to care and use of hand tools, mechanical equipment, introduction to vehicle layout and other relevant SQA modules, health and safety such as data sheets, to enable the learners to gain overall foundation knowledge and experience in the theoretical and practical elements of working in a garage environment and take a respectful view towards driving and a workplace involving vehicles.

The instructor will also carry on the successful development of ‘enterprise’ activities that relate to the vehicle trade and be of interest to the young people including servicing, valeting, etc. The garage already has a strong customer base including many third sector organisations and continuing to support this work further will be core to the delivery of the project further.

The Instructor will work as part of a team but will be based in their own ‘garage unit’ in central Dundee with another instructor. The candidate will have to have a genuine interest in engaging with young people and encouraging and enabling them to pursue a career in the vehicle industry delivering a co-ordinated, person-centred approach to training whilst providing support to students as individuals. An interest in vehicle maintenance and motorbikes would be valuable.

**KEY RESPONSIBILITIES & ACCOUNTABILITIES:**

* Deliver foundation training in mechanics up to SCQF level 4 relevant to accessing a career in automated industries and related employment
* Provide Health & Safety training and be aware of Health & Safety Policies and your responsibilities to the learner group undergoing training.
* Provide continuous monitoring and evaluation of students throughout training and provide information to keyworkers on learners’ progress
* Maintain accurate records of numbers of students attending training and provide verbal and written reports as required
* Evaluate and modify training programme as required to suit learners
* Undertake a range of services provided by Helm Autocare on customers vehicles
* Support young people to learn how to and undertake services on customers vehicles
* Liaise with external agencies regarding referral and promotion of Helm’s services.
* Budgeting - make economic use of available resources.
* Handle cash transactions at the garage and liaise with the Finance Officer and Operations Manager over invoicing and ordering processes.

**STANDARD RESPONSIBILITIES FOR ALL STAFF:**

* Be committed to safeguarding and promoting the welfare of young people and vulnerable adults whilst understanding, sharing and implementing all policies and procedures of Helm including those related to our quality of service to our young people
* Participate in any staff training or performance management processes involving the identifying and meeting of training needs for self and others
* To be an ambassador for Helm representing yourself, the team and the company in the highest regards of professionalism and public image
* Take responsibility to ensure the health and safety of self and others
* When selected to work on other projects an additional job description may be provided. In this case it is expected that the Instructor/Assessor should demonstrate an excellent work ethic whilst fully co-operating with all team members in order to achieve the aims and objectives of the project
* Contribute to our continuous review of policies, procedures, risk assessments, learning assessment materials and resources.

**OTHER DUTIES:**

* This Job Description is a broad-based description of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out other duties of an equivalent level that are necessary to fulfil the purpose of the job

**Helm Mechanic Instructor Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| EXPERIENCE | * Experience / proven record working as a mechanic with, or wide-ranging experience in, a range of fields ideally with cars / vans and motorbikes | * Worked with apprentices and familiar with their training route * Working with young people in a training context |
| QUALIFICATIONS | * Qualifications in Car Mechanics | * Community education or youth work training / experience * First Aid qualification * Assessor Award |
| KNOWLEDGE AND SKILLS | * Worked in a commercial garage * Cash handling and receipt preparation * Strong organisational skills and the ability to prioritise workload * Strong problem solving and decision making skills | * Experience of risk assessment and health and safety * Previous work with young people * Capable with Microsoft Packages, particularly Teams, and database input, for recording data |
| PERSONAL QUALITIES | * Excellent interpersonal skills * Understanding and personable * Motivated , self-starter with energy and determination * Able to work as part of a small team/or on your own in a busy environment * Flexible * Creative approach to problems * Effective communication in a variety of situations * Present self and the organisation professionally but personably to build trust and commitment | * Ability to contribute to the development and delivery of strategies to meet the learning needs of vulnerable young people |
| OTHER | * PVG/Enhanced Disclosure Check * Full driving licence | * Access to a car |

**BENEFITS AND INFORMATION SHEET SUMMARY**

**Position:** **Mechanic Instructor**

**Salary:** **£24,500**

**Holiday Entitlement:** 35 days per annum, inclusive of 10 public holidays (pro rata for part time)

**Pension:** The Company operates an Auto Enrolment Workplace Pension Scheme in conjunction with NEST. Details are available on request

**Westfield Healthcare Scheme:** Helm supports staff with a wide range of healthcare benefits

**Employee Benefits ;** Helm offers a generous range of benefits including enhanced annual leave; bereavement leave; enhanced sickness policy; additional leave for dependents; essential car users mileage allowance and other in-house benefits

**Staff Training:** Helm has an excellent staff training programme

**SVQ Training:** Staff who wish to undertake SVQ training will be given every opportunity to do so

**3 Month Induction Programme:** During your 3 month probation period you will be supported by our Induction Programme

**Smoking:** There is a no smoking policy

**References/ Disclosure** Any offer of employment will be subject to the receipt of two professional references, which are deemed satisfactory by Helm – one of which will be from your current (last) employer. In addition, successful applicants will be required to obtain PVG Scheme membership which will be processed by Helm.