**Groundwork Recruitment Pack**

* **GREEN DOCTOR TRAINEE**

CLOSING DATE: 15th August

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| Groundwork West Midlands, First Floor Owen House, 17 Unity Walk, Tipton, DY4 8QL  |
| Company Registration No. 06823225 I Charity Registration No. 1128858  |

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| wmgreendoctor@groundwork.org.ukwww.groundwork.org.uk/westmidlands/ | Investors In People • Make Work Better | Workplace Accreditations |
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**ABOUT GREEN DOCTOR**

Thank you for your interest in becoming a Green Doctor Trainee.

Groundwork’s Green Doctors help UK residents stay warm, stay well, and save money on household bills. We visit vulnerable people in their homes, offering free, impartial advice and installing energy saving measures to help them take control of their bills, save energy in the home, and access other services and initiatives available. We work with public and private partners to ensure support reaches those who need it most in local communities.

With support from the Cadent Foundation, Groundwork has established the **Green Doctor Academy,** in order to attract diverse talent to take on Green Doctor roles, and to provide paid work placements, training and qualifications for people who are new to the sector. We are now recruiting Green Doctor Trainees to take part in a paid, 12-month work placement via the Academy.The work placement is designed to provide the training, skills and experience needed to deliver energy efficiency advice and to support people who need it most in your local community.

This is one of up to 10 placements that will be created across England. No experience is necessary – just an appetite to learn, a motivation to help others, and an interest in pursuing a career in this field. **We’re particularly interested in receiving applications from people who are from ethnically diverse backgrounds, who are living with a disability, are from low-income households, or are not currently in employment.**

You will receive a good wage from a placement that helps the environment and provides support to people who really need it. There’ll be opportunities to learn about potential careers in the environment sector and to connect with the other people working in Green Doctor roles across the country.

This is a unique opportunity to try something new and to take a first step on a career path where you can make a real difference. The environment sector needs you!

Find out more about Green Doctors on our [website](https://www.groundwork.org.uk/greendoctor/).

See the difference Green Doctors makes [here.](https://youtu.be/jSIG38xT2w0?si=Uhn4oyDbxWd2QyhT)

Read what is like to be a Green Doctor [here.](https://www.groundwork.org.uk/helping-people-and-planet/)

**ABOUT GROUNDWORK WEST MIDLANDS**

**Groundwork West Midlands** is a charity working to transform lives in the UK’s most disadvantaged communities. We are passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances.

We help people gain confidence and skills, get into training and work, protect and improve green spaces, lead more active lives and overcome significant challenges such as poverty, isolation, low skills and poor health.

**We create better places** - By making communities greener, safer and healthier and by enabling people to work together to bring about change in their local area

**We improve people’s prospects** - By increasing the confidence, skills, wellbeing and employability of those struggling in education or out of work.

**We promote greener choices** - To help people and businesses reduce their environmental impact, improve their health, cut waste and save money.

* **Our Vision** “To help shape vibrant communities across the West Midlands, where people are healthier, more resilient and enterprising”
* **Our Mission** “To enable people to flourish, and to support the creation of sustainable environments through collaboration, behavioural change and practical action”

**Benefits of working with us**

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| **Tick Black Green** | Flexible working policy |
| **Tick Black Green** | 25 days Annual Leave + Bank Holidays  |
| **Tick Black Green** | Workplace Pension |
| **Tick Black Green** | A health cash back scheme |
| **Tick Black Green** | Training and support provided by the Trust and formal training |
| **Tick Black Green** | Free Refreshments  |

**RECRUITMENT PROCESS**

**APPLICATION**

You can apply for this placement via the following link: <https://forms.office.com/Pages/ResponsePage.aspx?id=zd8g6wAtIEG3ftMq4e9wM4LHy80WAedJrYYPHmMRfoRUNzlGN1pBQ1ZCVUxaVUcyMDVBVlZITUlCMC4u> .

If you would prefer to complete your application in MS Word or via an alternative format, or if you have any questions about the application process, please contact: wmrecruitment@groundwork.org.uk

We are a disability-confident employer and encourage applicants with disabilities to alert us alongside their application, to enable us to guarantee interviews for all disabled candidates who meet the person specification. We will also discuss any reasonable interview or workplace adjustments with you.

If you would like to know more about the role before applying, please contact us via the details above.

**INTERVIEWS**

We will contact you to let you know whether you have been shortlisted for an interview.

We expect to conduct interviews from the week beginning 4th August.

Interviews last approximately an hour and we aim for an informal format – all candidates will be provided with the topics for discussion and further information beforehand. If you have any questions about the interview process, please contact: wmrecruitment@groundwork.org.uk

**SAFEGUARDING**

We commit to doing everything we can to ensure the safety of those involved in our projects, programmes and services. Our safeguarding team ensures that our safeguarding policy and practices are rigorously implemented and continually reviewed and improved.

Our safer recruitment practices help us to ensure that we recruit colleagues who share our high standards and expectations. All job offers are conditional on the receipt of satisfactory references. This role will require a Disclosure and Barring Service (Criminal Records Bureau) check. We are also obliged to confirm your identity and obtain proof of your right to work in the UK. We ask all staff to undertake safeguarding training when they join us.

**ROLE DESCRIPTION**

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| **Placement title:**  | Green Doctor Trainee |
| **Organisation:** | Groundwork West Midlands |
| **Contract type:** | 12 Months, Fixed term |
| **Number of hours per week:** | 35 hours per week.  |
| **Working pattern:** | 9am - 4.30pm |
| **Hourly rate of pay**  | £12.60 |
| **Responsible to:** | Green Doctor Line Manager  |
| **Location:** | Tipton or Coventry office base  |
| **Anticipated Start Date:** | 1st September |
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The Green Doctor Trainee will work alongside our experienced Green Doctors (Groundwork community workers with specialisms in providing energy advice) to help residents use energy efficiently, reduce bills, and to stay warm and well in their homes. The role will include supporting customers by telephone, travelling extensively in the local area to deliver home energy visits, fitting small energy-saving measures (sometimes involving working at height), and taking part in promotional activities to spread the word about our service. You will learn how to use equipment and tools, gather and record data accurately, and ultimately provide high-quality advice to help people who are most in need.

We are seeking an individual who is motivated to develop a career in the energy advice sector, and who is committed to supporting vulnerable people to act more sustainably, to stay warm and well in their homes, and to reduce their household bills.

The ideal candidate would be approachable, professional and motivated to learn. We’ll help you to gain the technical qualifications, skills, knowledge and experience needed, provided you commit to a structured programme of learning alongside other Trainees. The role will involve working in communities and supporting vulnerable people in their homes, so interpersonal skills and a commitment to working safely and responsibly will be critical.

As part of a small team, communication and team-working skills will be essential, as well a willingness to travel to support customers within an agreed geographical area.

**PERSON SPECIFICATION**

We encourage applications from people who can demonstrate:

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| **Tick Black Green** | Motivation and a willingness to learn |
| **Tick Black Green** | Interest in local and global environmental issues |
| **Tick Black Green** | Ability to relate to people from diverse backgrounds |
| **Tick Black Green** | Confidence when dealing with customers face-to-face and on the phone |
| **Tick Black Green** | Ability to use own initiative and work as part of a small team |
| **Tick Black Green** | Time management and organisational skills |
| **Tick Black Green** | A good understanding of IT (Word/Excel/PowerPoint/Zoom) |
| **Tick Black Green** | Confident in English and Maths  |
| **Tick Black Green** | Compliance with appropriate background checks |

**\*A full driver’s license and access to a vehicle is essential for the role. Travel expenses will be paid. \***

For an entry-level role, the person specification is for guidance, so if you meet the majority of the criteria and/or have transferable skills or experience you think will help you in the role, then please continue with your application.

**GREEN DOCTOR ACADEMY**

This placement is part of a national Green Doctor Trainee scheme funded by the Cadent Foundation. Trainees will take part in the Green Doctor Academy: a program of training, learning and support. This will include a period of training, support, and observing colleagues before you take responsibility for your own Green Doctor caseload.

The Green Doctor Academy, provided by Groundwork Manchester, will include a 2-day induction for trainees to understand the role and explore key issues of fuel poverty, energy-saving awareness, climate education and property retrofit.

This is followed by a mixture of face-to-face and online training and opportunities to gain qualifications such as:

* L3 City and Guilds Energy Awareness
* Carbon Literacy Certificate
* QNUK Level 2 Health and Safety at Work
* QNUK Level 2 Award in Principles of Manual handling at Work
* QNUK Level 2 Safe Use of Ladders and Stepladders (3 GLH)
* Asbestos Awareness (online module) –Asbestos Awareness - UKATA
* Safeguarding and working with vulnerable residents

To give you an idea of the kind of learning involved in the Green Doctor Academy, Level 2 qualifications equate to a GCSE standard pass (Intermediate GNVQ or BTEC first certificate) and will help you build knowledge in the area. Level 3 covers more complex work and will help you develop your supervisory skills – this equates to

BTEC National Certificate or Vocational A-Level / A-level.

In addition, Groundwork West Midlands will provide a full induction to our organisation and how Green Doctor works across our region. Training and support for trainees will include:

* Line manager support to map and review the goals of your placement.
* Informal buddy system during onboarding
* other forms of support and training available.

**Thank you for your interest in applying for a position at Groundwork. We look forward to receiving your application.**