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**Job Description**

**WORKSHOP TECHNICIAN** |CATCH

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| **Perm/Contract:** | Permanent |
| **Location:** | CATCH, Redwood Park Estate, Stallingborough, DN41 8TH |
| **Reports to:** | Head of Welding & Pipefitting |
| **Team:** | Apprenticeships |
| **Ref:** |  |

**About CATCH**

CATCH is a membership led, skills, competency and apprenticeship provider supporting the process, energy, engineering and renewable industries in Lincolnshire, Yorkshire, and Humber and nationally.

**About the role**

To be part of the operational team for apprenticeships and skills, providing support services for the training deliver and assessment team. This role supports the mechanical, welding & pipefitting apprenticeship delivery team in the workshops and classrooms in addition to some support for the CATCH Skills training delivery team.

**Responsibilities**

1. Assist the trainers to ensure that the CATCH Apprentice and Skills workshops are kept in a tidy and safe condition.
2. Assist in ensuring materials for apprentices are readied prior to each lesson taking place
3. Maintenance of all workshop equipment, ensuring all regulatory inspections are kept in date.
4. Create and maintain positive relationships with suppliers and employers
5. Ordering of stock and equipment for delivery of apprentice sessions
6. Liaise with CATCH Skills trainers to ensure that there is sufficient material stock levels for scheduled CATCH Skills courses
7. Monitoring of budgets, ensuring best value for money when purchasing consumables or services.
8. Assist CATCH Skills trainers in course delivery as required.
9. Completion and compliance of all workshop risk assessments
10. Contribute to the management of resources relating to the relevant qualifications that are delivered
11. Undertake administrative responsibilities relating to the qualification and role
12. Provide high quality client service and professional communication with all employers, employees and learners
13. Provide classroom/employer on-site support to candidates to ensure effective completion of targets se
14. To be the designating first aider for the centre
15. To facilitate lessons when required
16. To ensure that the training & assessment, the resources used, the management of sessions and documentation are OFSTED and awarding body compliant, and to assist in any inspections.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties from time to time. Any such duties should not however substantially change the general character of the post.

**Candidate requirements**

**Essential**

* Candidates must have a minimum of Level 3 in related welding, pipefitting or fabrication qualification along with some maintenance experience
* Excellent planning and organisational abilities
* IT literate with experience of using Word, Excel, Powerpoint, Teams and Moodle.
* Excellent interpersonal, presentation and communication skills, both verbal and written

**Work Environment**

* Work Demands – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors.
* Working Conditions – The post holder will be based in the Welding & Pipefitting Hub at CATCH.

**General**

* **Confidentiality -** To manage the learners and learning environment with due respect to government guidelines on Safeguarding, Prevent and Data Protection and all CATCH procedures pertaining to these initiatives.
* **Safeguarding**- The role will involve regulated activity relevant to children as you will be teaching, training and/or instructing children in a classroom environment. It will also be your duty to recognise and report any safeguarding incidents that you become aware of.
* HCF CATCH LTD is dedicated to and recognises our moral and statutory responsibility to safeguard and promote the welfare of all apprentices, learners, service users and staff. All those involved in training must adhere to the ethos that **‘it could happen here’** to reinforce the protection of individuals and the identification/reporting of concerns.
* HCF CATCH LTD recognises the importance of providing an ethos and environment that will help apprentices and learners to be safe and feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children, young people and adults receive effective support, protection and justice.
* HCF CATCH LTD has a zero tolerance approach to abuse and any other harmful behaviour.
* **The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)-** provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974.
* The role is dependent upon the completion of a successful DBS certificate.

**Job Description prepared by:** J McIntosh

**Job Description evaluated by**: D Talbot

**Received by Postholder:**