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| **Title** Historic Environment SkillsTrainee Role Description and Person Specification | Carpentry/ Joinery Bursary Trainee |
| **Reporting to** | Head Carpenter, Lincoln Cathedral Works Department |
| **Base Location** | Lincoln Cathedral Works Department |
| **Bursary amount** | £1080 per month |
| **Period of training** | 18 months |
| **Hours** | Standard hours 0800 to 12.15 and 13.00 to 16.45 Monday to Thursday, and 0800 to 12.15 and 13.00 to 15.30 on Friday (38.75 hours per week) for 18 months attracting a training bursary of £13,000 per annum.  The traineeship requires flexibility and it will be necessary to participate some weekends and evenings. |
| **Holidays** | 22 working days per annum, plus statutory public holidays. |
| **Background Information** | The Historic Environment Project is a 4-year project funded by the Heritage Lottery Fund to provide 21 bursary placements offering opportunities for trainees to gain a heritage related skill including traditional building and archaeology. |

**Start date:** March 2020, exact date TBC

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**Who is the Traineeship aimed at?**

The traineeships represent an outstanding opportunity to train the next generation of skilled crafts people. We are looking for candidates who have:

* A passion and commitment towards built heritage
* NVQ Level 2 in Joinery or a related skill
* Common sense
* Being good with your hands is an advantage
* Enthusiasm and a desire to learn.

We are particularly interested in attracting applications from people who are currently under-represented in this workforce such as women, people from black and minority ethnic communities or people with disabilities.

We are keen to attract people seeking to change career including those who have caring responsibilities. We are able to provide a contribution to essential childcare expenses if it is a barrier to training. We will offer additional support and guidance to promising candidates who may not meet the trainee specification.

**Outcomes from training**

* Achievement of level 3 NVQ Advanced in Carpentry and Joinery – Possible Heritage Module
* Increased skills and knowledge
* Trainees will be taught how to work safely and will be taught about the risks associated with the project and how to avoid them.
* It is anticipated that the following range of skills will be covered during the course of the placement:
* Conserving or restoring timber based products in the workplace
* Developing and maintaining good occupational working relationships
* Confirming the occupational method of work
* Working on conservation and restoration projects
* Developing and demonstrating the full range of carpentry and joinery skills needed for the repair, maintenance and conservation of timber in listed buildings
* Conforming to general health, safety and welfare in the workplace
* Confirming work activities and resources for an occupational work area
* The knowledge of how to work with respect for the historic environment in order to avoid accidental harm to the fabric
* Experience of real work on iconic grade 1 listed buildings
* Examples of projects to include on CV and in future job applications

Trainees will receive a monthly stipend of £1080 to cover your living and travel costs. This is does not include any National Insurance. If you currently receive any benefits you should make your local authority aware if you are successful in taking up this placement as it could affect these.

There is an Access Fund available at the discretion of the Project Steering Group which can provide assistance if there is a barrier which may prevent a potential bursary trainee from taking up a placement, for example excessive transport costs, childcare costs or adjustments for additional needs. Please make your need for this clear in your expression of interest.

This training opportunity will last for 12 months. No on-going employment is guaranteed with Lincolnshire County Council or your placement host.

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**Person Specification**

You will be over the age of 18 and be able to confirm that you are eligible to study in the UK. A driving license and own transport is preferred. You will need to successfully complete an occupational health assessment. We are looking for candidates who demonstrate the potential to become expert craftspeople, who will take responsibility for their own learning and personal development and who are committed to pursuing a career in the heritage sector in the UK.

**Main Areas of Activity for Trainees**

* To carry out a full range of carpentry tasks under the supervision of experienced Lincoln Cathedral Works Department carpentry/joinery staff
* To carry out work with support and training from experienced crafts people to required standards of work, efficiency and quality expected by Lincoln Cathedral
* To gain experience in a variety of skills related to traditional carpentry in order to meet training targets
* To gain experience in order to meet the outcomes in the NVQ you will undertake as part of the traineeship.
* To take responsibility for your own learning and development by creating your Individual Learning Plan, agreeing it with your Placement Mentor and the Project Coordinator, and updating your Learning Log on a weekly basis.
* To be an active participant in the trainee programme
* To participate in other learning opportunities and duties or tasks relating to your traineeship, as agreed with your placement supervisor including assisting in delivering taster courses and skills demonstrations
* To ensure that all work is undertaken in line with the Project and Cathedral policies and practices
* To be responsible for the health and safety of yourself and of others who may be affected by your acts or omissions at work.

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| **ESSENTIAL** |
| Evidence of competency to NVQ level 2 or equivalent experience in construction, art and design, engineering or related subject area |
| Good communication skills |
| Good numeracy skills relevant to a technical area |
| Ability to work as a member of a team |
| Organisational skills |
| Ability to work at heights |
| Demonstrable interest in the historic built environment |
| Self-motivated – ability organise and balance priorities |
| Enthusiastic and flexible approach |
| Willingness to learn and take guidance |
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| **DESIRABLE** |
| Functional or key skills qualifications to level 2 in English, maths and ICT |
| Work in the built environment |
| Technical skills |

Application is via the expressions of interest form which can be found online at:

[www.lincolncastle.com/HES\_traineeships](http://www.lincolncastle.com/HES_traineeships) or can be requested via

Email: [HES@lincolnshire.gov.uk](mailto:HES@lincolnshire.gov.uk) | Phone: 01522 552 434

The deadline for applications is: midnight on the 24th of January 2020

The Historic Environment Skills project is not bound to consider any applications which arrive after this deadline.