**ROLE DESCRIPTION**

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| **Job Title** | Electrician |
| **Division** | Care & Repair Edinburgh (CRE) |
| **Location** | Blend of office and City of Edinburgh |
| **Geographical focus of role** | Edinburgh |
| Contractual Status of Role: *Permanent or fixed term* | Permanent |
| Hours | 35 hours per week (Tuesday – Friday) – part time considered |
| Job Title of Manager | Director of Care & Repair Edinburgh |
| Salary: | £36,500 pa |
| Job Purpose: | Care and Repair Edinburgh’s (CRE) offering to older people includes a small electricals repair service. We aim to deliver the highest quality for our clients, so you will be required to show enthusiasm for standards and best practice, demonstrate patience and empathy with older people and understand the impact of loneliness and isolation. This role plays a vital part in supporting older people to live safely and independently in their homes.  The work will include installation of additional electrical sockets, new light fittings, outside security lights, small electrical repairs – jobs that only require one person and can be done within one day. We also currently offer supply and installation of interlinked fire alarms which will be part of the electrician’s role. |
| Main Responsibilities | * To independently undertake responsive electrical work in clients’ homes with respect and dignity * Maintain a courteous and professional manner when interacting with clients, respecting their homes and personal circumstances. * To always ensure the safe operation of equipment and tools * To operate safe working practices with due regard to Health and Safety Regulations, COSHH, Control of Infection, Waste Disposal etc. in accordance with legislative requirements and policies and procedures * To maintain work records, record materials used, and time taken and record same on Charity Log (CRE’s database) for invoicing purposes. * To inform the administrators of any follow-up action that may be required and keep accurate records of appointments * To take a proactive approach to client liaison and ensure that concerns are dealt with or relayed to administration or the Director of CRE as necessary. * Provide an efficient and reliable electrical service, ensuring compliance with the Institution of Electrical Engineers (IEE) wiring regulations, and internal processes and procedures. * To carry out Handyperson / Keysafe fitting duties in the absence of key personnel during annual leave/sickness etc. |

**PERSON SPECIFICATION**

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| Experience | **Essential:**   * 5 Year post electrician qualification experience * Post qualification experience in installation, testing and certification of domestic electrical works |
| **Desirable:**   * Experience of working in a Charity environment * Experience working with older or vulnerable adults |
| Skills and Knowledge | **Essential:**   * Effective listening, oral and written communication skills * Accurate data entry skills * Ability to work independently and as part of a team * Ability to prioritise work in a busy environment * Excellent time management and organisational skills * Sound knowledge of understanding and safety documentation * An understanding of data protection requirements * An understanding of and commitment to equal opportunities – you need to relate positively to people of different cultures, backgrounds and experiences and believe in the equal value of people regardless of race, religion, culture, gender, age, disability or sexuality. |
| **Desirable:**   * Knowledge of issues relating to safeguarding of vulnerable people * IT literacy, including use of mobile devices and apps for job tracking or communication. * Previous experience of using CRM systems to process customer data |
| Qualifications | **Essential:**   * Fully Qualified Electrician * C&G part 1&2 or NVQ Level 3, 18th Edition * 5 Year post qualification experience * This post requires the post holder to have a PVG Scheme membership/record. If the post holder is not a current PVG member for the required regulatory group (i.e. Child and/or adult) then an application will be made to Disclosure Scotland before employment can commence. |
| **Desirable:**   * SJIB registered (with grade card) * Valid ECS Preferred |
| Additional Requirements: | * Commitment to the aims and vision of Care & Repair Edinburgh and an ability to demonstrate those values in your work * Willingness to work from the Edinburgh office when required * Commitment to tackling the stigma of isolation and loneliness * Flexibility, integrity and an understanding of confidentiality * Must hold a full clean UK Driving License * This role requires travel in Edinburgh. (Van supplied by CRE) |
| **Notes:** | * *This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.* * *In addition to the contents of this description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.* |