



Employment Opportunities

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Academy Lead - Wembley

Job Code: BW758

Location of Work: Wembley / Hybrid

Contract Hours: Part Time / 22 Hours per week

Salary: £20,000 per annum – (£27,500 pro rata)

About us

Are you ready to make a real impact? We're seeking an Academy Lead to drive applications and support veterans and service leavers as they reskill and enter onto pathways for careers in the construction industry. Join us in fostering career ambitions and building connections with local employers for employment opportunities. Be the key liaison with our industry partner at the Wembley Academy!

The post-holder will be responsible for maximising applications to the Building Heroes programme by recruiting learners from referral organisations, job centres and other sources to attract learners from both the military and non-military* community, with an emphasis on the unemployed and economically inactive. They will work to support and mentor learners to identify career ambitions in the construction industry, as well as building a network of local/regional employers willing to provide employment progression opportunities to our graduates. They will also be the liaison with the on-site management team for the Academy industry partner.

Duties and Responsibilities

- Develop strong networking links with the Armed Forces, Resettlement Officers, PRU's, Other Underrepresented groups, and Armed Forces Charities to promote the BH courses and opportunities
- Represent the charity at promotional events / activities supporting open evenings, taster days, and giving presentations to relevant interested parties
- Create and deliver projects which raise the profile of the charity whilst promoting opportunities and increasing applications and progression
- Provide a cohort Learner profile report to the Academy industry partner 3 weeks prior to course commencement to assist in skills matching and identification of potential employment opportunities for the learners
- Liaise closely with the learners and course tutors during the programme to track progress and determine career ambitions
- Provide advice about our national programmes, welfare on offer and progression opportunities to potential and current learners
- Forge connections with local employers that would be willing to provide job opportunities to our learners. This is an important element of our programme that supports our mission of transition and securing funding
- Develop a network of local/regional employment and apprenticeship/training providers to secure progression routes for programme graduates
- Provide CV general advice, employment information, advice and guidance
- Coordinate and manage all paperwork, data and communication via online portal
- Collaborate with the team in fundraising / sponsorship events to assist in the continued income stream for BH
- Track the progression of the learners at regular intervals (1,3 6, months) during the 6 months post-graduation to understand the employment outcomes and the retention of learners
- Organise and maintain a CPD file, ensuring current occupational competence is up to date and recorded
- Visit each cohort at the Academy at least 1-2 times per week during the learning programme
- **Additional duties and responsibilities will be required**

Person Profile:

- Self-motivated and able to deliver outcomes in a fast-paced environments
- Articulate and customer-focused
- Excellent organisational and communication skills
- Positive, enthusiastic, and approachable
- Good IT skills
- Negotiation and Influencing skills



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This is more than a job; it's a chance to make a difference! If you thrive in a challenging and rewarding environment, adapt to change, and are ready to engage in fundraising activities, we want to hear from you!

MUST HAVE PROOF OF NI AND RIGHT TO WORK

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: **21st April 2024**
Interviews Commencing: **TBC**
Start Date: **April 2024**

Please e-mail a targeted CV, cover letter (explaining your interest in this position) & registration form to brent.works@brent.gov.uk or alternatively, apply on <https://brentworks.brent.gov.uk/>



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Cabin Crew Assistant – City Experiences

Job Code: BW901

Location of Work: Bermondsey

Contract Hours: Full time/ Part time

Salary: £10.65

Summary:

City Cruises is part of City Experiences, and we're looking for On-Board Customer Service Assistants known internally as guest experience assistants to join us on our boats for our summer-peak period, to provide world-class experiences to our passengers. We're a global leader in offering such experiences, and because of this, we need world-class personalities like you, to join an already strong team. Apply today and swap the traditional desk for the ever-changing, breathtaking scenery of the River Thames

Job Duties and Responsibilities:

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Essential Requirements

- Most of the time, you'll be helping create experiences, by welcoming people on board our state-of-the-art boats and providing exceptional hospitality.
- You'll give our customers an 'at seat service' throughout their trip, whether that be selling refreshments, selling our other experiences or just being that smiley person that says hello. By the way, you get commission on our refreshments, so the more you sell the more you earn.
- Making sure our customers from other parts of the world have access to our handy audio guides so they can have that global leading experience, in their preferred language.
- Helping us to maintain our global leading status by ensuring our customers are given highest level of service, leaving our boats having had an unforgettable experience.
- Yes, you'll be servicing our guests throughout their trip, but you'll also play a key role in ensuring the safety of passengers is always protected, by helping the Bridge Crew in routine and emergency situations, which could include evacuation, firefighting, first aid amongst others.
- On that note, it's important to know that you'll spend all day (sometimes up to 12h) on board the boat, it's a little different to your typical workplace, so you must be prepared for the Great British weather as well as being comfortable being on your feet for long periods of time.
- You will be working on the unpredictable river Thames, so you will always be moving, floating, rocking and everything else in-between, so be prepared to embrace this in when applying
- You'll meet people from around the globe, so you'll really need to love working with many different cultures and nationalities, a perfect opportunity to grow your multicultural experience!
- If career development is important to you, well then this is a great place to start, our previous crew have gone both upwards and sideways to roles such as, Mates, Captains or even in our offices as part of our operations or corporate teams.

Essential Criteria –

- **One year customer service Experience**
- **Willing to work flexible hours**



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Closing date: 15/4/2024
Potential interview date: TBA
Start date: TBA

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Minibus Driver (D1)

Job Code: BW488

Location of Work: Wembley

Contract Hours: Part time / Full hours

Salary: £12.50 - £13.50

OVERVIEW

To drive BCT vehicles to transport young people, adults and individuals who have mobility difficulties e.g. disabled and older members of the community with due consideration to their needs and comfort

MAIN DUTIES:

- To cover when required and familiarise themselves with duties and specific requirements.
- Collect passengers from an agreed pick up point, take to school/ day centre and return the passengers to the agreed drop off point in accordance with the contract schedule.
- To assist passengers to / from the vehicle and to assist passengers with light shopping as and when necessary.
- To collect fares and complete receipt of payment as required by BCT transaction where necessary. The post holder is responsible for the security of the money collected and inform the booking co-ordinator of the transaction.

GENERAL

- The driver will complete paperwork and fill in log-sheets, as required, on a daily basis and return all paperwork to the booking's office within 24 hours of the job being complete.
- The driver will attend training courses relevant to the transportation and safety of older people and those with disabilities.
- The driver will be responsible for daily safety checks of the vehicle. These include the daily checking of oil, water and exterior bodyworks before the commencement of their daily round. All defects must be reported immediately as per instruction outlined in the Defect sheet.
- The driver will be responsible for the cleaning and maintaining of their vehicles.(Refer to BCT Handbook)
- The driver will report to the Transport Team any accidents, incidents or damage to the vehicle, and possible offences under the Road Traffic Acts as well as all matters affecting the efficiency and day to day running of the transport service.
- The driver is responsible for payment of any penalty charge incurred as a result of contravening a Highway Code regulation during the course of their duties. The driver will also assist the Transport Team in promoting BCT services to the community.

Essential Criteria

- **Full D1 UK driving licence required (Clean/Max 3 points).**
- Have good geographical knowledge of Brent and its neighbouring areas
- Must have good communication skills

Desirable Criteria

- Minibus Driver Awareness Certificate
- SEN experience is desirable / CPC preferred
- First Aid (paediatric) Certificate / Any Safeguarding CPD would be beneficial although training will be provided.
- Applicants will undergo checks with past employers and DBS



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Interviews Commencing: **tbc**
Start Date: **tbc**

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Passenger Assistants

Job Code: BW490

Location of Work: Wembley

Contract Hours: 20 hours (term time only)

Salary: £11.00 per hours

We are seeking to recruit Passenger Assistants (PA) to its diverse team, delivering a range of accessible & standard transport services in the borough of Brent and its neighbouring boroughs. This job role is a door to door service aiding vulnerable children travelling to and from schools on a daily basis.

Main Duties

- To be responsible for the supervision, care and welfare of passengers (adults, young people and children) with special needs who are conveyed to and from education establishments, care homes and other places
- To observe passenger wellbeing before passenger boards, disembarks and report any changes regarding passenger wellbeing
- To monitor timetables and inform the Transport team if there are any difficulties in meeting schedules as well as alternatives
- To ensure that when passengers disembark the vehicle, they are received by their support worker, teacher, parent, carer or someone else who is authorised to care for them at the destination to which they are dropped.
- The PA will liaise with carers and families as necessary, maintaining a professional manner at all times.
- The PA will ensure that passengers are seated comfortable and safely; seat belts are to be fastened at all times and where wheelchair clamping is required, PA to ensure that wheelchair is secure) before vehicle moves off.
- For homeward journey, if parent/carer are not available, the PA must ensure that strict pre-defined procedures are followed. At first instance, the Transport team must be contacted and both PA and driver are to await further instruction.
- The PA will report any incidents or emergencies to Transport team.
- The PA will carry out Emergency First Aid when required and follow protocol from Transport team or Emergency services.

General

- The Passenger Assistant (PA) is expected to complete their duties as part of BCT's passenger transport requirements.
- This post is subject to a satisfactory Enhanced DBS check.
- The PA may be working with vulnerable adults or children who have special educational needs.
- The PA is expected to carry out duties in accordance with BCT's procedures and in line with training modules received.
- The PA will assist the Transport team in promoting BCT services to the community.
- The PA may be in sole charge of their passengers.

Essential criteria

- Knowledge of voluntary/charitable sector
- Secondary education and First Aid (paediatric) certificate
- To have experience of passenger assistant duties and have a Pats Certificate
- To be able to work with children, vulnerable adults and people with disabilities.
- To be able to work with allocated driver and other team members so as to meet the needs of the transport service.
- To be able to get on with people from all different backgrounds and in all circumstances in sensitive way. This includes people from all ethnic groups, religious groups, and people of all sexes, people with disabilities and people in social need.
- To be able to respect confidentiality of any information provided to them.
- Ability to work as part of a team and maintain a positive, motivated and enthusiastic attitude and a smart appearance
- Excellent communicator with demonstrable abilities in developing and fostering effective working relationships.



Desirable criteria

- Have experience of working with vulnerable adults.
- First Aid (paediatric) Certificate / Any Safeguarding CPD would be beneficial although training will be provided.
- Special Education Needs awareness

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Interviews Commencing: **tbc**
Start Date: **tbc**

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Support Worker – Community Connex

Job Code: BW903
Location of Work: London
Contract Hours: Casual hours
Salary: £11.95

Summary:

Community Connex is a campaigning organisation and a multi-project service provider working across West London, supporting disabled people, those experiencing other disadvantages and their families to live healthier, happier, and inclusive lives by ensuring their needs, rights and aspirations are met.

Job Duties and Responsibilities:

We are looking for sessional / bank Support Workers. This role sits within community services for children, young people and adults with learning disabilities and autism and mental health diagnosis.

You will help support the welfare of service users attending our day opportunities centre. Your duties will include key working and doing reports, adhering to care plans of our service users whilst providing social, health and personal care. You will also need to plan and carry out various activities and help support service users to participate in activities and events within our centres and in the community, you may also be required to work across our sites in Pinner Green, Ruislip and Hillingdon.

- To provide professional care and support to vulnerable people.
- Provide person-centred care.
- Conduct client needs assessments and reviews.
- Organise play and leisure activities for children, young people and adults.
- Develop and ensure regular review of individual care and support plans.

Essential Requirements

- Hold a Health and Social care qualification.
- Passionate about supporting vulnerable people.
- Ideally have some experience working in the Health and Social Care Sector.
- Able to work individually and as part of a team.
- Have an outgoing, positive, empathetic personality and a clear communication style.

Essential Criteria –

- Educated to GCSE level.



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Closing date: 30/04/2023
Potential interview date: TBA
Start date: TBA

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