



Apprentice Joiner

Closing Date: Wednesday 8th November, midday

Expected Interview Date: w/c 27th November

Recruitment Reference:

HES/23/245

Starting Salary:

£21,452 per annum

Salary Range:

£21,452 to £22,272 per annum

Pay Band:

Apprentice

Directorate:

Operations

Location:

Central Stores

Line Manager:

Lewis Brunton,
Works Manager

Contract Type:

Fixed term appointment for 4 years

Working Hours:

Full Time – 1932 hours per year (annualised hours)*

Thank you for your interest in the post of Apprentice Joiner with Historic Environment Scotland, based at Central Stores, Kerse Road, Stirling. This is a fixed term contract for four years and a pensionable appointment.

You will be a key member of the Monument Conservation Unit, supporting HES in fulfilling its duties to increase the knowledge and understanding of the historic environment by using a range of different conservation techniques.

About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come.
- The historic environment makes a broader contribution to the economy of Scotland and



its people

- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.

Overview of the post and information about the team

The Operations Directorate is responsible for the care and conservation of the 336 Properties in the Care of Scottish Ministers. The team comprises almost 400 professional, craft skilled and works staff, divided into 5 regional teams based in 27 depots across Scotland.

The Stirling Monument Conservation Unit (MCU) currently consists of a variety of trades including Stonemasons, Painters, Electricians & Plumbers - who carry out conservation and maintenance work on a variety of locations. There are currently 4 qualified Joiners and 1 Apprentice Joiner based at Central Stores where our Joinery workshop is located. The Works Manager has direct line management responsibilities for the whole unit including the Joinery team. The successful candidate will work alongside the other Joiners at Stirling and may be required to work elsewhere across the estate but transport would be provided to other depots.

***Working Hours:**

The normal weekly hours of work will vary according to the working season and may be subject to future changes. The working year will cover the calendar year 1 April to 31 March. These annualised hours are calculated based on a 37-hour working week averaged throughout the contract year and are paid as such.

The working year will consist of 2 working seasons; namely a longer working hours season (summer) and a shorter working hours season (winter). The length of each working season will be fixed by local management after discussion with the MCU and not later than 1 April of that working year.

Key responsibilities, duties and objectives

This is a trainee position and the focus will be on learning the traditional craft skills required of a joiner with a focus on conservation. Training will be on and off the job with attendance at an educational establishment essential at various stages throughout the programme.

This post will involve setting out general routine maintenance of Historic Environment Scotland properties in care. You will be based at Central Stores, Kerse Road Depot to allow you to develop your carpentry and joinery skills on projects at Historic Environment Scotland sites or on placements with contractors undertaking joinery/conservation or new projects.

This is essentially a training post however you will also ensure that the conservation and operation of the Stirling Region's monuments is maintained to a very high standard and ensure projects in the area are completed on time as per the very busy works programme.



Your duties will include:

- To assist with joinery works on the full range of our properties/buildings.
- To assist with maintenance, repair and manufacture of various timber based architectural components.
- To assist & undertake joinery work associated with new construction work.
- To construct cupboards, seating, shelving, fencing, formwork or any of a number of different items required to operate or present our properties
- To obtain certified training and other work-related qualifications i.e., erecting mobile scaffolding, first aid, MEWP Training.
- To assist in the promotion of traditional methods of conservation and joinery techniques to carry out challenging and diverse conservation projects/works.

Training will be given in the following:

- The safe use of tools and equipment.
- Co-ordinating and installing first and second fixing components and finishings.
- Producing joinery setting out details.
- Marking out joinery from setting out details.
- Manufacturing joinery products.
- Maintaining internal and external timber components.
- Erecting structural carcass and components.

As a Trainee you will be given the chance to develop expertise and knowledge through on-the-job assessment and attendance at college to study the theory relating to joinery. With the right combination of theory and practice you should gain a nationally recognised, high-level qualification, a SVQ Carpentry and Joinery (Construction) SCQF level 6.

From time to time you will be required to attend training courses identified to assist the work, or to comply with health and safety legislation (this may require overnight stays away from home). This may also apply to projects out with daily travel distance from Kerse Road where overnight stays may be required. Costs for this will be covered by HES

Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)



Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

- A minimum of 3 x [SCQF Level 4](#) or above qualifications in:- English, a Numeric subject or a Craft/Design/Technical subject (or similar) which shows skills in executing a practical task
- Give an example of a situation which demonstrates that you can competently use hand tools.

Desirable requirements:

- A basic understanding of the meaning of conservation
- Give an example of any work experience you may have been involved in that can be applied to the post on offer.
- Full UK driving licence or access to independent means of travel.

What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre



Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to a free Headspace membership
- interest free loans for bicycles and annual travel passes (see ‘season ticket’ below)
- reasonable adjustments when needed, as part of our Equalities policy

Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email argyllslodgingadmin@hes.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Lewis Brunton, Works Manager by email at lewis.brunton@hes.scot

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources
Historic Environment Scotland