



# **Care & Repair North East Wales Recruitment Pack**

Website: <https://careandrepair.org.uk/agencies/care-repair-north-east-wales/>  
and <https://pfy.org.uk/>

*Registered Office – Place For You, Rowleys Drive, Shotton, Flintshire, CH5 1PY*

*Care and Repair (North East Wales) Limited is a charitable Community Benefit Society registered under the Co-Operative and Community Benefit Societies Act 2014 (29904R)*

## Welcome

Thank you for considering a role with Care and Repair North East Wales. We are delighted to be advertising this position and are eager to welcome a talented, enthusiastic person into our team.

This booklet aims to provide you with some information on who we are as an organisation, the work we do, and to offer some advice to help you through the recruitment process.

If you would like to informally discuss the advertised role or you need an accessible version of the pack, including a Welsh version, please email [toni.emery@careandrepairnew.co.uk](mailto:toni.emery@careandrepairnew.co.uk) or call 01352 758700.

## Who We Are

Care and Repair North East Wales is a non-profit organisation dedicated to enhancing the quality of life for older, disabled, or vulnerable people in Flintshire and Wrexham. Our organisation has been serving the community for over 25 years, providing essential support and assistance to help individuals regain or maintain their independence and live comfortably and safely in their own homes.

We are proud to be part of the wider Care & Repair Cymru group which was founded in 1979 to combat the problem of older homeowners living in housing that was unfit for human habitation and lacked basic amenities. We are one of 13 agencies working together to serve the whole of Wales.

We are a person-centred organisation, meaning that our clients' needs and wishes are at the heart of everything we do. We work to give people freedom and independence and this starts by recognising their individuality and the right to know and decide what is best for themselves.

## What We Do

Our strategic objectives are Healthy Homes, Healthy People, Healthy Communities underpinned by Healthy Business. This role fits under our Healthy Communities strand.

Place for You is the name we give to the community work we do. Our committed independent management board and dedicated team, are working to improve the area to provide a safe and biodiverse environment for the local community to connect, play sport, relax and enjoy, enhancing their well-being. We are also currently constructing an outdoor education centre to provide a valuable and inclusive space for local schools, colleges, and community groups.

## **Dee Park Community Woodland**

Dee Park is 21 acres of meadow, recreational areas and woodlands.

We are looking to achieve The Green Flag Award® scheme which recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world. The purpose and aims are:

- To ensure that everybody has access to quality green and other open spaces, irrespective of where they live.
- To ensure that these spaces are appropriately managed and meet the needs of the communities that they serve.
- To establish standards of good management.
- To promote and share good practice amongst the green space sector.
- To recognise and reward the hard work of managers, staff and volunteers.

At Care and Repair North East Wales, our primary focus is on ensuring that elderly and disabled individuals can continue to live independently and safely in their homes. Our team of skilled professionals and compassionate staff, work closely with clients and partner agencies to provide personalised solutions to meet the specific needs.

**Casework** service carry out home visits by a committed team of staff, that provide advice on housing repair solutions, home maintenance, safety, heating, energy efficiency and possible sources of funding

**Technical Team** is available on all aspects of building works including the selection of suitable builders, effective tendering and monitoring the works on site. The agency maintains a register of reliable contractors and consultants.

**Hospital to a Healthier Home** service is a collaboration between Care and Repair and Betsi Cadwaladr University Health Board to identify older patients who have housing problems that may delay their return home. Care & Repair teams then work with patients and their families to carry out home improvements needed to enable quick and safe discharge. The service improves patient flow and reduces re-admissions.

**Managing Better service** is a home visiting service offering advice and practical help for people over the age of 50 who have sight or hearing loss, are living with dementia or who have survived a stroke. Our specialist team will carry out an assessment of the risk of falls, advice and help to live independently and safely, access useful services, and advise on technology to increase independence.

**Older not Colder service** is part of a Wales wide partnership that helps people in our area keep their homes warm and reduce their energy bills.

**Adaptations Team** provide a range of services including home repairs and adaptations, and improvements to address issues such as safety hazards, mobility challenges, and energy efficiency.

**Wellbeing Support** service which provides assistance for up to 6 weeks following hospital discharge.

**Hoarding Support Service** is a new project which will provide intensive support for people with hoarding behaviours.

## **Our Vision, Values, and Mission**

**Vision:** A Wales where all older people can live independently in warm, safe, and accessible homes.

### **Values:**

#### **Caring**

We care about people and our environment.

#### **Accountable**

We develop tailor made solutions which embrace quality and innovation.

#### **Respectful**

We are inclusive, and draw strength from different voices, perspectives and experiences

#### **Exceptional customer Experience**

People at the heart of everything we do.

**Mission:** We provide leadership, expertise, innovation, advocacy, resources, and evidence to support investment that ensures all older people in Wales can live independently in warm, safe, accessible homes.

## **The Benefits of Working for Us**

When you become a part of Care and Repair North East Wales, you join a dedicated team of professionals committed to making a positive impact on the lives of others. We offer an inclusive and supportive work environment that values collaboration, creativity, and personal development. As an employee, you can expect:

- **Meaningful work:** Every day, you will be contributing to improving the lives of elderly, disabled, and vulnerable people and making a significant contribution to the betterment of their lives and reducing the pressure on our public services.
- **Professional Growth:** We encourage and support the continuous development of our employees, providing training and opportunities to enhance your skills and expertise.
- **Work-Life Balance:** We understand the importance of maintaining a healthy work-life balance and strive to offer flexible working arrangements.
- **Positive Workplace Culture:** Our organisation promotes a positive and inclusive workplace culture where diversity and individual contributions are celebrated.

## **We offer**

- 25 days annual holiday, plus 1 extra day every year up to a maximum 30 days + Bank Holidays if full time otherwise pro rata + a discretionary additional day on your birthday
- Contributory Company Pension Scheme
- Flexible working
- Discretionary Employee Assistance Scheme
- Free parking at our offices

## **Diversity and Equality Statement**

At Care and Repair North East Wales, we are committed to promoting diversity, equality, and inclusion at all levels of our organisation. We celebrate the unique perspective that each person has formed from their personal background and experiences. We are dedicated to fostering a workplace that is free from discrimination and each individual feels respected.

We welcome applications from all people who meet the requirements for the role regardless of age, gender, ethnicity, sexuality, or disability.

## **Data Privacy**

We take data privacy seriously and are committed to protecting the personal information of our employees, clients, and applicants. During the recruitment process, we may collect and process personal information provided by candidates, such as names, contact details, employment history, qualifications, and other relevant details. This information is collected solely for the purpose of assessing candidates' suitability for employment with Care and Repair North East Wales.

All personal data collected during the recruitment process is stored securely and treated with strict confidentiality. Personal data collected during the recruitment process will not be shared with third parties.

Thank you for your interest in our organisation. We hope this pack has provided you with insight into Care and Repair North East Wales and the opportunities we offer. If you share our passion for making a positive impact on the lives of others, we encourage you to apply and look forward to hearing from you.

## **Job specification**

**Job title:** Grounds Maintenance Operative

**Office base:** Rowley's Drive, Shotton, Flintshire

**Duration:** Permanent

**Salary:** £14 an hour

**Hours:** 20 hours a week worked flexibly across Monday – Friday

**Reports to:** Ranger Team Leader

### **Job Purpose:**

We are seeking an enthusiastic and practical individual to help care for and enhance our 37-acre site, which includes sports fields, a formal garden, and adjoining community park and woodland. This hands-on role involves a variety of outdoor tasks, including site maintenance, habitat management, and supporting volunteer activities. The successful candidate will play a key part in ensuring the site remains safe, welcoming, and well-maintained for all users.

This is an outdoor role and involves regular physical work in all weather conditions. Some weekend or occasional evening work will be required to support volunteer sessions and community events. Training and development opportunities will be provided.

### **Key Accountabilities and Responsibilities**

- **Maintenance:** Carry out routine upkeep of outdoor spaces, path clearance, strimming, grass cutting, including pitches and formal garden, litter picking, emptying bins and basic infrastructure repairs (benches, signs, fences).
- **Community Engagement:** Interact with visitors in a friendly and informative manner, promoting responsible outdoor behaviour. Assist with community events and activities when needed.
- **Health and Safety:** Maintain a safe environment for yourself, volunteers, and the public. Conduct regular site checks, report hazards, support risk assessments and adhere to health and safety compliance.
- **Equipment Use and Care:** Operate and maintain tools and machinery such as strimmer's, lawn mowers, hedge trimmers, and hand tools. Ensure all equipment is used safely, stored securely, and kept in good working condition.
- **Habitat Management and Planting:** Work alongside the Ranger Team Leader and volunteers to help manage meadows, woodlands, wetlands, and planted areas.
- **Sports pitch maintenance and line marking.**

- Assist the agency to achieve and maintain Green Flag status.  
The Green Flag Award® scheme recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world.

Essential Skills & Experience:

- Passion for working outdoors, including in all weather conditions.
- Full UK driving licence.
- Ability to work independently and as part of a team.

Desirable:

- Experience using and maintaining outdoor tools and equipment.
- First Aid or Health & Safety training (or willingness to undertake training).
- Green skills certification.

**To apply for this role:**

Please send an up-to-date copy of your CV and a supporting statement of no more than 2 sides of A4 including:

- Introduction
- Why you are applying for the job role
- Using the job specification, how you meet the criteria for the role.

**NB: Please note if you do not provide a personal statement your application cannot be considered.**

Applications should be addressed to Toni Emery at [toni.emery@careandrepairnew.co.uk](mailto:toni.emery@careandrepairnew.co.uk).

Closing date: Thursday 5<sup>th</sup> June 2025 at midday.

