BOOST

PART OF

The Barnet Group

PERSON CENTRED

Job Bulletin

w/c 28.07.2025

Job Title:	Apprentice Shuttering Carpenter

Development:	Brent Terrace	**Date:**	17.07.2025

Type of role (please tick):	**Work Experience**		**Apprentice**	X	**Employee**	
Number of positions available:	2					
Number of hours per week:	40					
Start time:	N/A		**Finish time:**	N/A		
Salary:	Apprentice Wage		**Start date:**	ASAP		

Job Description

Main Purpose of the Role:
To support the construction team in setting up and dismantling shuttering (formwork) used for concrete structures. The apprentice will learn how to read drawings, measure and cut materials, and safely construct forms for pouring concrete.

Key Responsibilities:
- Assist in building and dismantling timber or metal formwork for concrete
- Learn how to interpret technical drawings and site instructions
- Use hand and power tools under supervision
- Follow safe working practices at all times
- Keep work areas clean and organised
- Work as part of a team to meet project deadlines
- Participate in regular health and safety briefings
- Attend college or training sessions as required

Person Specification

Criteria	Essential	Desirable
Age	18+ required to work unsupervised	
Qualifications	CSCS Card or willingness to obtain one	GCSE English & Maths Grade 3/D or above
Physical Requirements	Physically fit for manual work	Comfortable in all weather conditions
Interest in Role	Genuine interest in construction	Experience using tools
Personal Qualities	Reliable, punctual, team player	Good communicator
Transport	Able to get to site reliably	Transport if site is remote
Work Ethic	Positive and willing to learn	Desire to progress in the trade

Job Title:	UKSPF Employment Adviser

Location:	Burnt Oak/Various Locations	**Date:**	25.07.2025

Type of role (please tick):	**Work Experience**		**Apprentice**		**Employee**	X	
Number of positions available:	1						
Number of hours per week:	37.5						
Start time:	9AM		**Finish time:**	5PM			
Salary:	Circa £30,000		**Start date:**	ASAP			

Job Description

Main Duties and Responsibilities:

- Manage a caseload of participants requiring additional support prior to entering employment.
- Maintain participant records in line with contract and funding requirements.
- Ensure regular contact is maintained and recorded for the duration of the programme.
- Provide advice and support and monitor engagement and progress in line with agreed action plans.
- Provide feedback to referrer on engagement and any new needs identified.
- Use triage assessments and skills analysis to support and prioritise the needs of participants.
- Refer participants to internal and external advice, guidance and support in line with their tailored action plan.
- Provide onward referrals and signposting.
- Participate in case conferencing and other learning activities to help improve the service provided to clients!
- Maintain an up-to-date knowledge of the local labour market, training opportunities and relevant support agencies.

Person Specification

Experience:

- Experience of working with customers
- Experience of establishing and maintaining productive working relationships
- Experience of delivering to specified targets, quality standards and compliance measures.
- Experience of working with individuals in relation to employment, wellbeing, benefits, or housing advice
- Experience of supporting, motivating and engaging others
- Experience of achieving individual and team performance targets
- Experience working with the Lamplight system is desirable, but not essential.
- Experience facilitating interview skills and CV writing workshops, Face-to-Face or virtually

Personal Attributes:

- Passionate and enthusiastic
- Well-organised
- Empathetic and good with people
- An open mind to trying new things and good at finding solutions.
- Respectful of others
- Wants to make a difference.
- Fun and friendly people-person
- Great communicator
- Takes ownership.
- Stays professional under pressure Empathetic and good with people.
- An open mind to trying new things and good at finding solutions.
- Respectful of others
- Wants to make a difference

Job Title:	Admin Apprentice

Location:	Barnet	**Date:**	25.07.2025

Type of role (please tick):	**Work Experience**		**Apprentice**	X	**Employee**		
Number of positions available:	1						
Number of hours per week:	Full Time						
Start time:	N/A		**Finish time:**	N/A			
Salary:	£19,000		**Start date:**	ASAP			

Job Description
We deliver a comprehensive range of construction and refurbishment services, working primarily with local councils. Our expertise covers internal and external refurbishments, electrical maintenance, and testing. Key Responsibilities: • Assist with the coordination and administration of construction projects • Organise and maintain project documents and records • Liaise with internal teams, contractors, and clients • Support meetings, reporting, and compliance activities • Contribute to the successful delivery of a variety of construction projects

Person Specification
Candidate Profile: • Genuine interest in construction administration • Strong communication and organisational skills • High attention to detail and a proactive approach to learning • Familiarity with Microsoft Office is advantageous

Job Title:	Recruitment Project Manager (8-month fixed term)

Location:	Burnt Oak/Colindale	**Date:**	25.07.2025

Type of role (please tick):	**Work Experience**		**Apprentice**		**Employee**	X
Number of positions available:	1					
Number of hours per week:	37.5					
Start time:	9AM		**Finish time:**	5PM		
Salary:	£45,000		**Start date:**	ASAP		

Job Description
The postholder will lead a new recruitment service, which aims to make a charge for candidate placements and generate sufficient income, to be a self-financing role. Future funding of this post is dependent on the achievement of sufficient income over the 8-month period. On top of this they will help with implementing the process for BOOST to become the lead agency on recruitment for entry-level or commonly recruited posts within both Barnet Council and The Barnet Group. This post is dependent on achievement on sufficient income over the 8-month period. In addition, the postholder will coordinate employer engagement for BOOST and source job opportunities and business links that will benefit the team Main duties and responsibilities • Work with the BOOST Manager to lead a project to design and implement a sustainable process for recruiting local residents into the London Borough of Barnet and The Barnet Group jobs, including:Working with both organisations to set up a jobs pipeline • Working with BOOST colleagues to build a pool of job-ready candidates • Identifying and tracking cost savings for LBB and TBG • Designing quality assurance processes • Internal comms and promotion • Lead on the development and chargeable recruitment and employer engagement support for BOOST, including: • Building a portfolio of employers and creating links to major brands • Maintain relationships with employers to secure future job opportunities • Help BOOST colleagues with candidate matching and finding job opportunities • Assisting in ensuring the quality of BOOST client referrals • Provide post-interview support/feedback • Build links to new Brent X Recruit team • Work collaboratively with existing BOOST job brokerage services • Support BOOST in planning and supporting events • Work with BOOST managers to generate new business

Person Specification
Education, Qualifications, Memberships • Educated to degree level or equivalent through work experience or vocational qualification Experience • Experience of delivering projects on time and on budget • Experience of winning and maintaining new business accounts • Experience of managing recruitment service or team • Experience of working in partnership • Experience of delivering cost savings Skills and Knowledge • Knowledge of job markets • Knowledge of recruitment websites and tools • Skilled at working independently • Skilled at influencing and networking • Skilled at managing budgets • Skilled at negotiation • Skilled at communication in all forms

Job Title:	BOOST Jobs Plus Youth Employment Adviser Apprentice

Location:	East Finchley and Other Locations	**Date:**	25.07.2025

Type of role (please tick):	**Work Experience**		**Apprentice**	X	**Employee**		
Number of positions available:	1						
Number of hours per week:	37.5						
Start time:	9AM		**Finish time:**	5PM			
Salary:	£19,008		**Start date:**	ASAP			

Job Description

As a BOOST Jobs Plus Employment Advisor Apprentice within the 18-30 Youth programme, your essential role is to support unemployed residents to progress towards employment, apprenticeships, or further education. Your mission is to provide guidance and support, helping participants overcome barriers to employment and realise their job-related goals. This includes assistance with upskilling and finding appropriate courses.

Additionally, you will assess participants' strengths and abilities and collaborate on action plans to facilitate their employment objectives. Provide support and referrals to vulnerable participants by connecting them with appropriate partner organisations for additional services, as required.

Main Duties and Responsibilities

- Manage a caseload of participants requiring additional support prior to entering employment.
- Maintain participant records in line with contract and funding requirements.
- Ensure regular contact is maintained and recorded for the duration of the programme.
- Provide advice and support and monitor engagement and progress in line with agreed action plans.
- Provide feedback to referrer on engagement and any new needs identified.
- Use triage assessments and skills analysis to support and prioritise the needs of participants.
- Refer participants to internal and external advice, guidance and support in line with their tailored action plan.
- Provide onward referrals and signposting.
- Participate in case conferencing and other learning activities to help improve the service provided to clients!
- Maintain an up-to-date knowledge of the local labour market, training opportunities, apprenticeships, and relevant support agencies.

Person Specification
Education, Qualifications, Memberships: • Have GCSE grade 4 or C in English and Math's (age dependent) Skills and Knowledge: • Excellent verbal and written communication skills. Able to write clear, detailed Exit reports for participants. • Excellent presentation skills. • Attentive to detail with strong data entry skills • Skilled in creating CVs, cover letters, and preparing participants for interviews (Use the STAR method) • Good administration, IT and organisational skills with good experience of using MS office software, Excel, Word and PowerPoint, and Microsoft Teams. • Organised and disciplined in managing calendar and tasks. Proficient with Outlook for scheduling • appointments and activities. • Eager to learn new knowledge and continuously improve skills. • Solutions focused with ability to work under pressure. • Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results. • Knowledge of the labour market • Knowledge of benefits system • Knowledge of health and wellbeing services Personal Attributes • Passionate and enthusiastic • Well-organised • Empathetic and good with people • An open mind to trying new things and good at finding solutions. • Respectful of others • Wants to make a difference. • Fun and friendly people-person • Great communicator • Takes ownership. • Stays professional under pressure Empathetic and good with people.

Job Title:	Asset Management (Major Works) Apprentice

Location:	Colindale	**Date:**	14.07.2025

Type of role (please tick):	**Work Experience**		**Apprentice**	X	**Employee**	
Number of positions available:	1					
Number of hours per week:	37.5					
Start time:	9PM	**Finish time:**	5PM			
Salary:	£19,008	**Start date:**	06.10.2025			

Job Description

Role Purpose:

- To assist with specific Capital Works Projects as well as Asset Management duties from the development of the project brief or employers' requirements through to completion
- The post holder will be required to develop strong working relationships with relevant consultants, service providers, in house staff, external agencies and residents affected by the projects being undertaken
- Assist in the delivery of the planned projects on time to cost and quality whilst ensuring value for money
- To carry out any other duties related to the post which might reasonably be required

Key Accountabilities:

- Assist in the production of the project brief for issue to the service provider or consultant as applicable
- During the design development stages, under the supervision of a Project or Contract Manager, meet with the design team and specialist contractors as required to inform and influence design development
- Seek input from other services areas within Barnet Homes on proposed works
- Assist in the production and compilation of leasehold consultation documentation, including ensuring costs are accurately assigned as block or estate costs and that nature of works and the reasons for the works are sufficiently described

Financial Responsibility:

- Assist in the delivery of works within agreed budgets
- Assist in the issuing of, and agreeing, value of works orders and valuations within contract procedure rules
- Assist in the reviewing of costings for works provided via tender documents and in conjunction with our leasehold team, prepare a summary version for the purpose of consulting with leaseholders and invoicing leaseholders
- Upon completion of works notify the rental income team of relevant works which will be subject to a tenant service charge

Person Specification
• You must be over the age of 16 • Not in full time education or work • Have GCSE grade 4 or C in English and Maths (age dependent) • Be eligible to work in the UK • Not already hold an equivalent qualification • Have lived in the UK for over 3 years (some exemptions apply) Experience: • IT skills including the ability to utilise the full range of Microsoft software, including Excel, and PowerPoint • Evidence of commitment to continuing personal development including a keen interest in developing a stronger understanding of contract management, project management and asset management principles Skills and Knowledge: • Awareness of budget management • A practical understanding of what constitutes excellent customer care, how it can be measured, improved and a commitment to delivering it • Awareness of developing forward works programmes (desirable) • Understanding of Reporting on a regular basis to line Manager • Ability to work on own initiative or as part of a team and have a 'can do' attitude. • Have a practical approach to delivery • Ability to communicate clearly and effectively with colleagues at all levels within the organisation as well as with customers • Good written, verbal, and numerical skills • Good interpersonal skills • Understands and is committed to continuous organisational improvement, with a commitment to customer-orientated services • Demonstrates drive and determination and is resilient and able to handle pressure well • Flexible approach to work with an appreciation of the importance of work/life balance • Able to travel to meetings, properties as required by the job function • Flexible approach to enable delivery of overall targets • Available to attend evening meetings and, on occasion, events at weekends

Job Title:	New Build Apprentice

Location:	Colindale	**Date:**	14.07.2025

Type of role (please tick):	**Work Experience**		**Apprentice**	X	**Employee**	
Number of positions available:	1					
Number of hours per week:	37.5					
Start time:	9AM	**Finish time:**	5PM			
Salary:	£19,008	**Start date:**	06.10.2025			

Job Description
• Act as the first point of contact for the Development Team, answering queries, resolving issues and ensuring contacts are responded to • Maintain good relationships with and liaise with internal and external stakeholders to support project delivery • Give detailed responses to enquiries within set target times and with regard to good customer care practices • Log all customer contact into Barnet Homes customer contact system QL (training will be provided) • Be responsible for and maintain file/record systems to facilitate the smooth running of the team's projects • Be responsible for organising meetings, taking and distributing of notes and actions • Assist the team in evaluating new development opportunities to meet local housing need and to prepare and submit scheme proposals • Attend design and site meetings, to support the delivery of projects • Work with the Finance Team to ensure the timely payment of invoices • Carry out post-occupancy surveys to test satisfaction with the property design, component specification, environment and contract hand-over procedures of all new properties. Provide this feedback to the team to promote a culture of lessons learnt and best practice • Support the preparation and delivery of community engagement events • Promote the work of the team internally and externally by engaging with the Communications Team • Work effectively to resolve complex issues which may involve vulnerable tenants and our contractor partners • Undertake other duties reasonably requested within the general scope of the job description

Person Specification
• You must be over the age of 16 • Not in full time education or work • Have GCSE grade 4 or C in English and Maths (age dependent) • Be eligible to work in the UK • Not already hold an equivalent qualification • Have lived in the UK for over 3 years (some exemptions apply) Skills and Knowledge: • Good communication skills • Good customer service skills and a practical knowledge of customer care • Excellent IT skills • Organised and able to work to deadlines • Good with detail and accurate with figures • A positive, proactive and customer focused approach • Able to work flexibly including remote working when required • Able to independently respond to and resolve queries within area of responsibility • Able to maintain confidentiality • Ability to work using own initiative, under pressure and as part of a team • Positive attitude to problem solving • Ability to manage demanding workload and meet deadlines • Ability to work effectively as part of a team • Attracts, selects and retains the right skill and knowledge levels commensurate with strategic aims • Ability to produce, analyse and present complex information, as well as numerical and qualitative data Personal Attributes: • Self-motivated and able to motivate those around them demonstrating enthusiasm, drive and initiative • Positive and adaptable approach to all aspects of the business • Able to think on their feet, digesting and interpreting information quickly and intelligently • Solves complex problems by filtering out key information relevant to the situation

Job Title:	Content Creator and Social Media Coordinator Apprentice

Location:	Colindale	**Date:**	14.07.2025

Type of role (please tick):	**Work Experience**		**Apprentice**	X	**Employee**	
Number of positions available:	1					
Number of hours per week:	37.5					
Start time:	9AM	**Finish time:**	5PM			
Salary:	£19,008	**Start date:**	06.10.2025			

Job Description

Role Purpose:
We are looking for a creative and driven apprentice to join our team as a Content Creator and Social Media coordinator. The apprentice will be in charge of growing our online presence, coming up with video and content ideas, filming and editing, and driving engagement across platforms.

Main Duties and Responsibilities

- The main duties and responsibilities of the post include the following:
- Assist with creation of media to specific audience groups, coordinating input from internal and external stakeholders.
- Support and work with the team to capture interactive and engaging content (text,
- photography and videography) for all social channels, websites and documents
- Support with growing individual social media channels
- Maintain content calendar and organic scheduling in line with wider team calendar
- Work closely with the Communications team to produce digital and print content and collateral
- Report on Google analytics and social media insights
- Assist with management of website updates and development working with external partners
- Supporting the team with external and internal events
- Monitoring trends and adapting the content approach accordingly

Person Specification

- You must be over the age of 16
- Not in full time education or work
- Have GCSE grade 4 or C in English and Maths (age dependent)
- Be eligible to work in the UK
- Not already hold an equivalent qualification
- Have lived in the UK for over 3 years (some exemptions apply)

Experience:

- Experience with video creation – Including recording and editing

Skills and Knowledge:

- Ability to work on own initiative or as part of a team and have a ‘can do’ attitude
- Have a practical approach to delivery
- Ability to communicate clearly and effectively with colleagues at all levels within the
- organisation as well as with customers
- Good written, verbal, and numeric skills
- Good interpersonal skills

Job Title:	Responsive Repairs Planner Apprentice

Location:	Colindale	**Date:**	14.07.2025

Type of role (please tick):	**Work Experience**		**Apprentice**	X	**Employee**		
Number of positions available:	1						
Number of hours per week:	37.5						
Start time:	9AM		**Finish time:**	5PM			
Salary:	£19,008		**Start date:**	06.10.2025			

Job Description

Main Duties and Responsibilities:

- To rearrange jobs and appointments on the IT system Connect, to maximise operatives' productivity
- To ensure that operatives/sub-contractors communicate in a timely and accurate manner about the progress of work, in order to schedule their work in view of customers' requirements
- To re-schedule jobs in the event of an unplanned absence of an operative/sub-contractor, and – where jobs are 'locked down' to individuals – to contact the customer directly to agree any changes
- To communicate any changes or updates directly with the affected customers and operatives
- To communicate with the relevant Supervisor or Manager about matters of work quality, timeliness and potential HR issues concerning operatives
- To progress materials and liaise with suppliers and specialist sub-contractors
- To maintain effective working relationships with the client and customers, all staff, external agencies, specialist suppliers and all other relevant groups/companies
- To ensure that services are delivered within a robust control environment, ensuring compliance with policy and procedures and regulatory standards
- To review and refine working practices to improve customer satisfaction

Person Specification

- You must be over the age of 16.
- Not in full time education or work.
- Have GCSE grade 4 or C in English and Maths (age dependent)
- Be eligible to work in the UK.
- Not already hold an equivalent qualification.
- Have lived in the UK for over 3 years (some exemptions apply)

Education, Qualifications, Memberships

Essential:

- Must be DBS-cleared (Standard) - as part of our employment process

- GCSEs graded A-C (including Maths and English), or equivalent through relevant training/experience

Experience
Desirable:

- Good knowledge of repairs and maintenance services in housing to include regulation, legislation and best practice
- Experience of working for a social housing provider or similar organisation

Skills and Knowledge
Essential:

- Excellent planning and organisation skills
- Excellent IT and systems knowledge, including the use of PDAs and IT systems for job management.
- Excellent communication skills (both written and verbal) with a proven ability to manage working relationships
- Strong inter-personal skills, including the ability to work both collaboratively and independently
- Flexible and receptive to change
- Provide a high level of accuracy
- Team player

Job Title:	Housing Management Team Apprentice

Location:	Colindale	**Date:**	14.07.2025

Type of role (please tick):	**Work Experience**		**Apprentice**	X	**Employee**	
Number of positions available:	1					
Number of hours per week:	37.5					
Start time:	9AM	**Finish time:**	5PM			
Salary:	£19,008	**Start date:**	06.10.2025			

Job Description
Main duties and responsibilities: • Collate and produce information relating to various projects such as door entry/key fob exercise • Provide administrative support for the Neighbourhood Service • Deal with telephone and face to face enquiries from customers and give advice as appropriate • Update IT systems and databases • Work with internal and external data and produce regular performance reports for the team • Produce reports on request using IT systems • Carry out filing and post duties as required • Organise large scale postal distributions using spreadsheets and mail merge • Maintain positive working relationships with external partner agencies • Delivering services either directly to residents or contribute to resident support services • Undertake training as appropriate to carry out the duties of the post • Take part in other tasks as appropriate to ensure that a full service is available for customers • Undertake any other duties that may be required to meet the needs of the service • To actively participate in the training on the approved study days • Project work such as Key management and Bike Hanger audit • To assist in tenancy audits and work with team around legal process to recover any property where the legitimate tenant is not residing in the property • To deal with queries from tenants seeking to exercise their right to buy / acquire • To provide advice and support to vulnerable residents to enable them to sustain their tenancy or leasehold property • Perform face-to-face visits to customers and ensure that the needs of vulnerable children and adults are addressed and met and ensure that senior staff are regularly consulted and updated with reports

- To be able to work alone, visiting residents in their home while observing the organisations lone working procedures
- Maintain broad awareness of other departmental functions across Barnet Group to provide effective service to a range of internal customers by effectively understanding and meeting their needs.
- To provide timely information for subject success requests, freedom of information and ombudsman enquiries

Person Specification

- You must be over the age of 16.
- Not in full time education or work.
- Have GCSE grade 4 or C in English and Maths (age dependent)
- Be eligible to work in the UK.
- Not already hold an equivalent qualification.
- Have lived in the UK for over 3 years (some exemptions apply)

Skills and Knowledge:

- Good communication skills
- Good customer service skills and a practical knowledge of customer care
- Excellent IT skills
- Organised and able to work to deadlines
- Good with detail and accurate with figures
- A positive, proactive and customer focused approach
- Able to work flexibly including remote working when required
- Able to independently respond to and resolve queries within area of responsibility
- Able to maintain confidentiality
- Ability to work using own initiative, under pressure and as part of a team

Job Title:	Site Engineer

Location:	Waltham Forest	**Date:**	02.07.2025

Type of role (please tick):	**Work Experience**		**Apprentice**		**Employee**	X
Number of positions available:	1					
Number of hours per week:	N/A					
Start time:	N/A		**Finish time:**	N/A		
Salary:	N/A		**Start date:**	ASAP		

Job Description
Main Responsibilities: • Act as the main technical adviser on a construction site for subcontractors, craftspeople and operatives • Set out, level and survey the site • Check plans, drawings and quantities for accuracy of calculations • Liaise with any consultants, subcontractors, supervisors, planners, quantity surveyors and the general workforce involved in the project • Carry out day-to-day management of the site, including supervising and monitoring the site labour force and the work of any subcontractors - this is site-specific and may not be the case on all projects • Day-to-day management of the site, including supervising and monitoring the site labour force and the work of any subcontractors • Prepare reports as required • Resolve any unexpected technical difficulties and other problems that may arise • The ideal person will be expected to do 10-hour shifts and to work on weekends when requested to do so

Person Specification
We have Core Behaviours and expectations of all our People and these sit at the very centre of who we are, what we stand for, how we work as a great team, and how we deliver excellent results. Our Core Behaviours are Openness, Self-Awareness and Awareness of Others, Inclusion, Forward Looking, Constructive Conflict. Openness: Parties must be honest in their dealings with each other, open to feedback, and must commit to creating a culture of openness that encourages everyone to proactively share information and to raise and discuss issues directly as opposed to ignoring or denying them.

Self-Awareness and Awareness of Others:
Achieve Results - The ability to focus the activity towards the achievement that brings value to ACCIONA.
Organisation and Planning - The ability to identify, evaluate and program what actions must be completed to reach a certain goal, how to carry out those actions, and what are necessary resources to
achieve the final objective.

Constructive Conflict:
Partners use problem-solving methods that promote a collaborative atmosphere and avoid fostering covert, overt, conscious, or unconscious animosity, conflict, or competitiveness. All partners raise and discuss issues directly as opposed to ignoring or denying them; and respond to differences in perspective positively. Leaders actively harness the opportunities that differences present, for the improvement of the project and strengthening of long-term relationships.

Forward-Looking:
Partners behave plan-fully, taking the schedules and priorities of one another into consideration. Partners take a forward-looking approach that does not dwell on past issues or conflicts, other than to ensure that past lessons are learnt to maximise the effective delivery of services across the NLHPP. Leaders undertake both tactical management and long-term strategic planning, to drive the programme forwards collectively.

Job Title:	Gardener/Landscaper

Location:	Barnet and surrounding areas	**Date:**	19.06.2025

Type of role (please tick):	**Work Experience**		**Apprentice**		**Employee**	X
Number of positions available:	1					
Number of hours per week:	N/A					
Start time:	8AM	**Finish time:**	3PM-5PM			
Salary:	Circa £30,000	**Start date:**	ASAP			

Job Description

We are a small, friendly and professional landscaping and gardening business based in Barnet, seeking a dedicated Gardener/Landscaper to join our growing team. If you're passionate about the outdoors, plants, and transforming green spaces, we'd love to hear from you.

Key Responsibilities:

- Carry out a wide range of gardening and landscaping tasks to a high standard
- Collaborate with team members to plan and execute daily jobs
- Anticipate and meet the needs of regular and one-off clients
- Maintain outdoor spaces, including planting, pruning, mowing, weeding, and tidying
- Ensure proper care of plants (knowledge of growing conditions, pest management, irrigation, etc.)
- Use a smartphone to complete job reports and follow a daily schedule via an app
- Operate and maintain garden machinery and power tools safely
- Drive company vehicles to various job sites (manual and automatic)
- Work outdoors in all weather conditions, maintaining a professional and positive attitude
- Work at height using ladders (up to 5 metres)

Person Specification

Requirements:

- A genuine interest and enthusiasm for landscaping and gardening
- Horticultural qualification (minimum Level 2) and relevant experience
- Knowledge of plants, soils, pest control, and general horticulture
- Technically able – comfortable using smartphones and apps for scheduling/reporting
- Excellent timekeeping – prompt 8am starts are essential
- Physically fit – able to lift heavy loads and carry out physical tasks throughout the day
- Strong attention to detail and pride in your work

- Full, clean UK driving licence
- Reliable, self-motivated and a good team player
- Experience with power tools and garden machinery (desirable)

What We Offer:

- Competitive salary (approx. £30,000 depending on experience)
- Consistent working hours, Monday to Friday
- Opportunities to work on a variety of interesting gardening and landscaping projects
- Friendly team environment
- Saturday overtime available
- Monthly pay, paid in arrears into your bank account

Interested?

If you meet the above criteria and are ready to grow with us, please send your CV and a brief note about your experience and interest in the role.

Job Title:	Recovery Worker

Location:	Barnet	**Date:**	17/06/2025

Type of role (please tick):	**Work Experience**		**Apprentice**		**Employee**	X
Number of positions available:	1					
Number of hours per week:	37.5					
Start time:	N/A	**Finish time:**	N/A			
Salary:	£27,449-£31,529	**Start date:**	TBC			

Job Description

The post holder will work as an integral part of the multi-disciplinary team to deliver high quality provision by:

- Supporting service users from point of entry into the service and through their treatment/recovery journey
- Providing screening, assessment, psychosocial interventions, recovery planning and onward referral
- Reducing drug and alcohol related harm to service users and the wider community
- Promoting carer, service user and community involvement
- Providing advocacy for access to partnership services
- Working with service users to support social (re)integration, enabling them to lead meaningful and purposeful lives: promoting recovery, resilience, peer support and self determination

Role Specific Responsibilities:

- Engage people who have substance misuse problems and provide them with advice, support and recovery focused structured clinical interventions to support their recovery and primary health care needs
- Build therapeutic relationships and deliver a tailor-made package of care including
- Recognised psycho-social interventions
- 1to1 key work, POD and group work
- Clinical interventions
- Harm minimisation and brief interventions
- Carry out comprehensive service user assessments and develop individual recovery plans that clearly identify how achieving each goal will enable progression in addressing substance use, re/integrating into the community
- Support the development of service-based recovery communities
- Further develop the organisation's links with local recovery groups / mutual aid groups
- Ensure the timely and accurate collection, recording and reporting of specified data.
- Assess suitability for groups in terms of risk and special needs

- Carry out risk assessments and risk management
- Triage assessment and onward referral to a range of treatment/community support agencies
- Work with prescribing clinicians to support substitute prescribing regimes to improve social functioning
- To be creative and innovative so that the post best meets the needs of the service user, promoting access into treatment, and continued engagement with underrepresented communities
- Ensure that all aspects of confidentiality are adhered to and that consent to share information is a key element to building trusting therapeutic alliances
- Help individuals to develop recovery resources and access peer and mutual support groups to develop their own recovery capital
- Work and liaise with other agencies involved with the service user's broader care plan including health services, hospitals and GPs
- To support the smooth running of the service, by contributing to tasks such as reception, duty cover, and clinical duties on an ad hoc basis
- Provide health education especially in regard to harm minimisation, blood borne viruses and overdose prevention
- To assist and carry out appropriate screening processes including DBST, urine and saliva tests, after completion of appropriate training or demonstration of relevant experience
- To carry out key harm reduction strategies such as running of the Needle Exchange and distribution of Naloxone, after completion of appropriate training or demonstration of relevant experience

Person Specification
Knowledge and Experience: • Excellent understanding of drug and alcohol issues and experience of working within a related field • A commitment to multi-agency working and establishing partnerships with other professions to achieve good outcomes for the service user group, e.g. mental health services, criminal justice agencies, community groups, etc. • Accomplished written and verbal communication skills and a high degree of personal IT competency • The ability to accurately update and maintain records in a timely fashion and to work to deadlines for the submission of information, e.g. reports • Excellent time management skills, and an ability to work on own initiative, prioritising accordingly • Excellent team working and interpersonal skills, maintaining a highly cooperative approach to supporting colleagues in delivering service objectives • Good working knowledge of mental health interventions, services and good practice • Experience of working in an outcomes-focussed environment

Abilities and Skills:

- Ability to manage change successfully in a way that prioritises the needs of service users
- Ability to liaise and work in partnership with a wide range of professionals and agencies
- Ability to communicate complex information to individuals and groups in a way that is easily understood
- Effective interpersonal skills with the ability to engage successfully with internal and external stakeholders at all levels
- The ability to work collaboratively with others (internally and externally)

Job Title:	Construction Tutor (Dry Lining)

Location:	Edgware	**Date:**	09.05.2025

Type of role (please tick):	**Work Experience**		**Apprentice**		**Employee**	X
Number of positions available:	1					
Number of hours per week:	N/A					
Start time:	N/A	**Finish time:**	N/A			
Salary:	£35,000-£45,000	**Start date:**				

Job Description
Interested in working for a fast-paced company supporting learners into an industry with a skills shortage? This role could be perfect for you! As a Construction tutor, you will be part of an amazing team using the latest technology to deliver employer led teaching and learning. Our company prides itself on teaching the practical skills needed for a career in the construction industry. The team deliver a range of courses from entry level qualification, industry standard short courses, NVQ delivery, Apprenticeships and higher-level industry recognised qualifications. We can provide a full teacher training programme for individuals looking to pass on their experience to the next generation within construction. A passion for helping leaners develop their confidence, enthusiasm, and skills is a must! Key Duties: • Work in partnership with Employers to ensure the programs match industry requirements • Deliver training programs in line with relevant plans, working closely with the Delivery Director and Quality team • Document all processes required for each training program to agreed standards and methodology • Minimise delivery risks in accordance with The Skill Centre's Health and Safety policies • Teach using state of the art technology and delivery methods • Using our e-portfolio system [C&G Learning Assistant] and MIS (PICS) to record learner's achievements. • Undertake other duties commensurate within the role

Person Specification
Key experience, knowledge and skills: • Construction industry experience – Dry Lining / Interior Systems • Good English and Maths Skills • Have strong interpersonal skills • Have excellent organisational and written skills • Be confident using Microsoft office and IT programs • Be administratively self-servicing • Ability to manage more than one set of priorities Qualification and Training Required: • English and Maths at Level 2 (Assessment can be undertaken prior to Interview) • Experience in construction with a level 2 qualification • PTLLS Level 3 or equivalent or willingness to work towards Desirable: • Health and Safety Based Qualification • A1 Assessors Award or equivalent

Job Title:	General Operative

Development:	38-44 Ballards Lane	**Date:**	17/05/2025

Type of role (please tick):	**Work Experience**		**Apprentice**		**Employee**	X	
Number of positions available:	2						
Number of hours per week:	50						
Start time:	8AM		**Finish time:**	6PM			
Salary:	£14.55 per hour		**Start date:**	ASAP			

Job Description
We are looking to hire General Operative for one of our prestigious clients based in Barnet, this will be on a residential project. The shifts are 08.00 - 18.00 and the shifts run Monday - Friday, Overtime may be available when required. Pay rate is £14.55/hr per Hour PAYE Benefits include: • On-site presence and support • Weekly pay

Person Specification
Must have a CPCS card.

Job Title:	Qualified Tiler

Development:	Barons Court (56 The Bishops Ave)	**Date:**	07.05.2025

Type of role (please tick):		**Self Employed**	X	**Apprentice**		**Employee**	
Number of positions available:	1						
Number of hours per week:	40						
Start time:	8AM			**Finish time:**	4PM		
Salary:	Competitive			**Start date:**	ASAP		

Job Description
Looking for a skilled tiler to join our growing team in the London Borough of Barnet area. We work on high-quality residential and commercial projects across London, delivering precision and excellence in every job.

Person Specification
• Experienced in wall and floor tiling, able to work independently or as part of a team • Must have good attention to detail and a strong work ethic • 3 years commercial tiling experience • Must live in London Borough of Barnet area • CSCS card • Ability to follow instructions and work to high standards • Reliable, punctual, and a team player

Job Title:	Forklift Driver

Development:	Tramworks	**Date:**	02/05/2025

Type of role (please tick):	**Self Employed**	X	**Apprentice**		**Employee**	
Number of positions available:	1					
Number of hours per week:	45					
Start time:	8AM		**Finish time:**	5PM		
Salary:	£19 per hour		**Start date:**	ASAP		

Job Description
CPCS/NPORS Telehandler needed ongoing to start for a residential development site in Finchley. Telehandler roles on the site: • Following site managers instructions • Operating machinery in a safe & responsible manner • Lifting & moving materials around the site • Working alongside other trades and labour

Person Specification
Requirements for Telehandler role: • Valid CPCS/NPORS card • Full PPE • Competent communication skills • Valid driving license • Telehandler experience • Must live in the Borough of Barnet • The right candidate should be able to work as part of a team and use their own initiative • Must be reliable and punctual • CSCS, experience working on multi plot building sites and finishing apartments to a high standard

Free Sports Course Info Session – Barnet Residents Only

Have you considered a career in sports education or youth work?

Would you like support and free funding to get onto a course of your choice?

Pro Touch will run the Brighter Futures for Young People Project, offering 12 young people places on courses in sports education.

This could include a course in:

- Level 1 and 2 Certificate in Youth Work Practice
- Level 1 and 2 Certificate for the Children and Young People's Workforce
- Paediatric First Aid
- Emergency First Aid at Work
- Food Safety Awareness Parts A and B
- Safeguarding and Protecting Children
- Level 1 and 2 Multi Agency Safeguarding & Child Protection Training
- EE Playmaker by England Football
- Introduction to Coaching Football
- UEFA C and B Licence Football

...and many more

There will also be additional support, including:

- one-to-one mentoring support
- Help with your CV
- Interview Skills
- The chance to use your skills to support local young people through a community sports project and mentorship

Please note that this is for Barnet residents only

To register for the info session, go here: https://www.kxrecruit.co.uk/vacancies and filter to Brent Cross Town. When it asks how did you hear about the role, please select Barnet Council.

Please note: All CVs must be submitted via a referral from a BOOST Advisor or one of our partner organisations (e.g. The Skills Centre, Jobcentre, Barnet & Southgate College) If you found this bulletin independently and do not have a referral, please complete the application form below to be considered.

https://forms.office.com/e/Rs2mgzVPnL