

# Opportunities Fife

## Job Vacancy Template

<b>Employer Name:</b> Living Solutions		<b>Ref No:</b> FC/LSJan16
<b>Address:</b> Unit 31, Thistle Industrial Estate, Cowdenbeath, Fife KY4 8LP		<b>Type of Business :</b> Forestry/Horticulture/Estate Maintenance
<b>Job Title:</b> Forestry Trainee		<b>No. of people required:</b> 6
<b>Closing Dates for Applications:</b> 15/1/16		
<b>Wage details:</b> Training allowance/NMW for those who qualify.	<b>Days/hours/shifts to be worked:</b> 30 per week. Monday to Friday.	
<b>Duration of the job</b> (permanent or Temporary) :	Temporary opportunities for 1 year.	

# Opportunities Fife Job Vacancy Template

<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Exactly what the job involves</li> <li>• Is training provided</li> </ul>	<p>Please find below information about an exciting opportunity which could lead to employment training and possible apprenticeship in Forestry, Horticulture and Estate Maintenance. This project starts on 21<sup>st</sup> January 2016.</p> <p>The Living Solutions Certificate of work readiness course is run in partnership with Fife Council, this is a 13 week employability course where 2 weeks is spent with Fife council on IT, literacy and numeracy skills. Then 11 weeks with Living Solutions carrying out environmental tasks outdoors. Both certified (LANTRA) and on the job training are provided. This can lead to employment training and possible apprenticeship in Forestry, horticulture and estate maintenance. The next intake will be January 2016. This work involves working outdoors in all weather conditions.</p> <p>Living Solutions is recruiting 4 forestry trainees/apprenticeships every six months for the next 2 years starting in January 2016. The posts last for a year in which time you will have received certified (NPTC) training in chainsaws/tree felling and complete a modern apprenticeship (SVQ2 trees and timber). This is open to 16-24yr olds. No experience is necessary as all training will be provided. An interest in the environment and working outside is necessary. We are very interested in applications from the West Fife villages such as Inverkeithing, Kincardine, Saline, Oakley and Blairhall etc. The person to contact is <a href="mailto:stuart.don@fife.gov.uk">stuart.don@fife.gov.uk</a></p>
<p><b>Essential Criteria :</b></p>	<p>A keen interest in working outdoors in all weathers, excellent timekeeping and attendance.</p>
<p><b>How do you want eligible people to apply for the job – see reverse of form highlighted in yellow</b></p>	<p>Please email contact details/CV to Stuart Don at email address below.</p>
<p><b>What support is to be given from Opportunities Fife/Partners if applicable?</b></p>	<p>e.g., recruitment support; circulating to the partnership</p>

# Opportunities Fife

## Job Vacancy Template

<b>Person responsible for job vacancy process: enter a contact name and number (also state whether or not this should be displayed as part of the job ad)</b>	
<b>Name:</b>	Stuart Don
<b>Contact Number:</b>	stuart.don@fife.gov.uk

**See below for guidelines and further information.**

### **Guidelines and information:**

**\*NB: before we can post any training and/or job vacancy, please select your choice from the list below before returning final document.**

**Code selection i – vi below:**

- i) From an employer perspective - Please contact us for an application form and return this along with a covering letter stating why you are interested in working for The ABC Company, Somewhere AB1 2CD:
- ii) From an employer perspective - Please send your CV to: address line 1, address line 2, post code etc. or alternatively call 01234 56789 for an informal chat.
- iii) From an employer perspective - Please click the link here (insert your weblink) where you will be directed to our company website. Complete our company online application form.
- iv) From an employer perspective - Please click the link here (insert your weblink) where you will be directed to our company website. Complete our company online application form, and attach a copy of your CV.
- v) Using the Opportunities Fife website process - Please click on the 'apply here' button to upload your job profile
- vi) Using the Opportunities Fife website process - Please click on the 'apply here' button to upload your job profile/and attach a copy of your CV.

**NB: Can you also please provide an intended start date; ideal for informing schools/school leavers.**