

Title	Traditional Matting Trainee Technician
Reporting to	Make An Entrance Ltd - Christopher Hill , Skills Trainer - Anna Parkinson, Business Trainer
Base Location	Lincoln
Bursary amount	£900 per month
Period of training	12 months
Hours	The policy is for 37.5 hours a week across 5 days. Standard hours 9am – 5pm. The traineeship requires flexibility and it will be necessary to participate some weekends and evenings.
Holidays	22 working days per annum, plus statutory public holidays.
Background Information	The Historic Environment Project is a 4-year project funded by the Heritage Lottery Fund to provide 20 bursary placements offering opportunities for trainees to gain a heritage related skill including traditional building and archaeology.

Start date: October 2020, exact date TBC

Who is the Traineeship aimed at?

We are looking for individuals with a passion for heritage and an interest in learning a traditional skill. The Hand Stitching of Coir Doormats is at risk of becoming a lost skill as there are only four people in the UK who are still trained on how to do this. Make An Entrance is an award-winning, local Lincolnshire company, which focuses on building an inclusive team and ensuring that this traditional skill does not die out.

The traineeships represent an outstanding opportunity to teach the next generation of skilled crafts people; this placement is aimed at people who may not have any previous experience in heritage but are willing to learn.

We are keen to attract people seeking to change career including those who have caring responsibilities. We are able to provide a contribution to essential childcare expenses if access to care may be a barrier to training. We will offer additional support and guidance to promising candidates who may not meet the trainee specification.

Outcomes from training

- Accreditation in "Understanding the Repair and Maintenance of Pre1919 buildings" Heritage module
- Appropriate training courses in the skills as well as general employability courses
- CSCS card registration
- Increased skills and knowledge
- Trainees will be taught how to work safely and will be taught about the risks associated with the project and how to avoid them.
- Learn how to follow the sales process from identifying heritage related orders to the manufacturing process, which requires the heritage skill. Learn how to prioritise production of orders and schedule the mat production order.
- It is anticipated that the following range of skills will be covered during the course of the placement:
 - Learn how to make hand-stitched coir mat to a high standard. You will have the opportunity to learn and build on this skill through the duration of the placement.
 - Learn about the conservation of textiles.
 - Learn about the sales process from generation of sales to delivery to the end user.
 - Basic finance skills.
 - Logistics of supply and demand.
 - Personnel skills (to train others in the future).
 - Participate in community engagement and participate in events and promotional videos.

- The knowledge of how to work with respect for the historic environment in order to avoid accidental harm to the fabric.
- The opportunity to learn more about traditional building methods through collaboration with other trainees in the programme.
- Examples of projects to include on CV and in future job applications.

Trainees will receive a monthly stipend of £900 to cover your living and travel costs. This does not include any National Insurance. If you currently receive any benefits you should make your local authority aware if you are successful in taking up this placement as it could affect these.

There is an Access Fund available at the discretion of the Project Steering Group which can provide assistance if there is a barrier which may prevent a potential bursary trainee from taking up a placement, for example excessive transport costs, childcare costs or adjustments for additional needs. Please make your need for this clear in your expression of interest.

This training opportunity will last for 12 months. No ongoing employment is guaranteed with Lincolnshire County Council or your placement host.

Person Specification

You will be over the age of 18 and be able to confirm that you are eligible to study in the UK. You will need to successfully complete an occupational health assessment. We are looking for candidates who demonstrate the potential to become expert craftspeople, who will take responsibility for their own learning and personal development and who are committed to pursuing a career in the heritage sector in the UK.

Main Areas of Activity for Trainees

- To learn the full sales lifecycle from acquisition of orders to delivery of orders to the end customer.
- To carry out work with support and training from experienced crafts people to required standards of work, efficiency and quality expected by the project and the host organisation.
- To gain experience in a variety of skills related to coir matting production and meet the outcomes of the traineeship.

- To take responsibility for your own learning and development by creating your Individual Learning Plan, agreeing it with your Placement Mentor and the Project Coordinator, and updating your Learning Log on a weekly basis.
- To be an active participant in the trainee programme
- To participate in other learning opportunities and duties or tasks relating to your traineeship, as agreed with your placement supervisor including assisting in delivering taster courses and skills demonstrations
- To ensure that all work is undertaken in line with the Project and Host's policies and practices
- To be responsible for the health and safety of yourself and of others who may be affected by your acts or omissions at work.

ESSENTIAL
Good communication skills
Good numeracy skills relevant to a technical area
Ability to work as a member of a team
Organisational skills
Ability to show care and pride in their work
Demonstrable interest in the historic built environment
Self-motivated – ability to organise and balance priorities
Enthusiastic and flexible approach
Willingness to learn and take guidance
DESIRABLE
Functional or key skills qualifications to level 2 in English, maths and ICT
Work in the built environment
Technical skills in a practical environment

Application is via the expressions of interest form which can be found online at:

www.lincolncastle.com/HES_traineeships or can be requested via

Email: HES@lincolnshire.gov.uk | Phone: 01522 552 434

The deadline for applications is: midnight on the **18th September 2020**.

The Historic Environment Skills project is not bound to consider any applications which arrive after this deadline.

Interviews will take place on the **6th October 2020**.