

Supporting Information Maintenance Assistant



ACT has been operating for almost 50 years. We have over 100 paid staff, are supported by over 250 volunteers and we are governed by a supportive Board of Trustees.

We specialise in preventative, community-based services, giving people the stability, support and challenge, which is often required in order to enable them to realise their full potential. We deliver a range of projects promoting the well-being of children, young people, adults and families alike.

ACT has been delivering various accommodation related services for over 40 years. Currently, they include Housing Related Support, a private rented Temporary Housing Scheme, which leases properties from the Private Rented Sector, and other services supporting victims of domestic abuse, refugees and rough sleepers. ACT currently owns or manages around 250 units of accommodation.

ACT is looking for a reliable, motivated person to join our maintenance team. The role will predominantly involve clearing rooms and preparing them for new tenants. While the properties are predominantly located in Ipswich, travel to Lowestoft, Clacton, Braintree, Stowmarket, Bury St Edmunds and Haverhill will be required.

Our Commitment to our Staff

ACT is an employer who believes in work-life balance, reward and recognition and that their personnel are their most valuable resource.

Staff development is important to us and opportunities for personal development will be provided as part of the role.

As a result of this commitment, we currently hold the Investors in People Standard.

Our Commitment to Safeguarding

ACT is committed to safeguarding and promoting the welfare of vulnerable adults and young people and we expect all of our staff and volunteers to share this. We have an experienced team of Designated Safeguarding Officers who offer continued training and support.

All successful applicants will be asked to apply for an Enhanced DBS Disclosure.

Our Commitment to Equality, Diversity and Inclusion

Anglia Care Trust is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and the Service Users we support and each member of personnel feels respected and able to give of their best.

All members of personnel, Service Users and stakeholders will be treated fairly and with respect. Selection for employment, promotion, training or support from our services will be on the basis of suitability. All personnel will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilized to maximise the efficiency of the organisation.

As a result of this commitment, we currently hold the Investors in Diversity accreditation for charities.