



Maintenance Apprentice (Multi-skilled with a lead trade – Electrical, Plumbing, HVAC, Joinery or Building Fabric) **Manchester Central Convention Complex**

Manchester Central is an award-winning venue in the heart of one of Europe's most vibrant cities; our vaulted arches and station clock have made our venue an iconic city feature for more than 140 years.

Our experienced team of professionals lead the industry with unrivalled service standards to help our clients create engaging, memorable experiences at events of all shapes and sizes.

Your Role

Salary – National Living Wage / 25 days holiday plus bank holidays / contributory pension scheme / discounted car parking

Reporting directly to the FM Lead Engineer, this role is working on a full time, permanent basis.

Your duties and responsibilities will include but are not limited to:

- Carrying out maintenance and other installation work at the Company property as required and in time becoming multi-skilled
- Gaining hands on operational experience by working closely with the site engineers and other members of the maintenance team and other departments as necessary
- Working as instructed to ensure the requirements of the maintenance plan are met
- Maintaining a clean, tidy and safe working environment at all times, including up areas upon completion of a task.

The ideal candidate will have:

- Strong communication skills – written and verbal
- Ability to work to deadlines and use initiative to solve problems
- Attention to detail with a high degree of accuracy

You must:

- Enjoy working in a fast-paced environment
- Be self-motivated but with the ability to work as part of a team
- Complete classroom-based learning with a training provider

Apply

To apply for this exciting opportunity, please send a CV to:

Ref: Maintenance Apprentice

FAO: HR Team

Email: careers@manchestercentral.co.uk

Manchester Central is an equal opportunities employer. All applicants who meet the essential criteria and identify as having a disability in their covering letter will be guaranteed an interview.

Job Description

Maintenance Apprentice (Multi-skilled with a lead trade – Electrical, Plumbing, HVAC, Joinery or Building Fabric)

Salary:	National Living Wage
Hours:	40 hours per week
Working pattern:	Monday to Sunday, 5 days out of 7.
Location and business area:	Manchester Central Convention Complex – Facilities Management
Aim of the role:	To take instruction from site engineers and from the in-house help desk system. Initially under guidance ensuring all work is completed to applicable standards. You will be expected to become knowledgeable of British Standards and working practices in your chosen discipline. Ensuring all work is carried out accurately. The role will at times involve lone working under instruction and in coordination with other departments.
Directly responsible to:	FM Lead Engineer
Directly responsible for:	N/A

Main areas of responsibility

- Personally, making health and safety a priority ensuring you comply with all health and safety instructions
- Complying with the policies and procedures of the Company
- Adhering to the Company's procedures with regard to environmental policies, specifically the recycling of packaging and waste product
- Working in a safe and orderly manner
- Maintaining a clean, tidy and safe working environment at all times, including cleaning up areas upon completion of a task. Keeping areas under FM remit also clean, tidy and fit for purpose
- Ensuring all the property and equipment you use is maintained
- When necessary, assist in other areas, within your capabilities and training
- A flexible approach and an ability to work as part of a team is necessary
- As a trainee you must be willing to gain knowledge of and take instruction with regard to the Company's maintenance procedures and industry guidelines
- Carrying out maintenance and other installation work at the Company property as required, in time becoming multi-skilled.
- Documentation which must be completed accurately ensuring it is available in a neat and safe manner for Company records, including electronic records
- Working as instructed to ensure the requirements of the maintenance plan are met
- Gaining hands on operational experience by working closely with the site engineers and other members of the maintenance team and other departments as necessary
- Taking responsibility to attend courses in relation to qualifications and other training as required including health and safety, and other developmental training.
- Taking responsibility for attending the theory and practical college coursework as part of the chosen apprenticeship qualification.
- Seek out opportunities around the venue to apply your learning and to practice your practical skills in your chosen trade.
- Attending hands on experience with external contractors within the venue and away from the business, where the company may not currently have those scopes of work required to complete modules of the apprenticeship

About us:

Our purpose is to connect people, ideas, and business through meaningful and rich experiences.

Our customers choose Manchester Central because of the experiences we help them to create. We help them to make something happen – the energy and connection that creates memories.

We help them to grow their businesses – connecting with their customers, partners, suppliers, and employees. We bring people together to share ideas and make plans. We pay attention to the details so our clients can pay attention to their guests. What makes us different is the creativity, professional delivery expertise and passion of our team.

The qualities of our people:

Our people are pretty fabulous. They really love our industry, our customers, and what we do. We have high expectations of each other and live up to the standards we've set.

The people who are happiest working for us want to get stuck in and make things happen for a great purpose. They want the challenge of a fast pace, lots of energy and a great team to work with.

We are a special group who have chosen to work together, and we share these characteristics:

- **Expert & specialist**
We're highly respected and super proud of our level of expertise – making the complexity of what we do look effortless.
- **Flexible**
We're all about innovation and trying new ways to create experiences for customers. We're really flexible to meet our customers needs.
- **Positive and energetic**
There's a great energy across the business and sense of teamwork - it feels like a family. We have fun at work and there's plenty of social activity.
- **Ready to grow**
Careers are important to us too – some of our senior leaders started out as team members and then progressed their careers.
If people move on from working with us, they'll always have improved their skills and experience along the way.
- **Committed**
Our people show huge levels of commitment for our customers, and they're determined to get the job done. Events always build up to a crescendo of activity, so it's not always easy. Even when there's pressure it's still a great place to work.

We have a Code of Conduct sets out the right way to do business at Manchester Central. The reputation and integrity of our business is based on all of the decisions we've made, the way we manage our business and what we deliver. These actions and decisions have built up the trust we've earned with our customers, suppliers, communities and colleagues.

Our people pay attention to respect in our workplace, doing the right thing and safeguarding our company and each other.

Person Specification

Education	Essential	Desirable
Minimum 5 GCSE's (9-6/A*-B in Maths and Science)	✓	
Willingness to take on training and continuous development	✓	
Experience		
N/A		
Skills		
Strong communication skills – written and verbal	✓	
Ability to work deadlines and use initiative to solve problems	✓	
Attention to detail with a high degree of accuracy	✓	
IT literate	✓	
Practical skills	✓	
Personal Attributes		
Enjoys working in a fast-paced environment	✓	
Self-motivated but with the ability to work as part of a team	✓	
Willingness to undertake a flexible working pattern as needed by the business	✓	