

# Advanced Craft/Multi-Skilled Trades

April 2024

**The Wrekin**  
Housing Group

The Wrekin Housing Group

Our Group purpose:

“Making a Difference to People’s Lives”

Our Group values:

- 🏠 Inspire Positive Change
- 🏠 Everyone Matters
- 🏠 Communicate Clearly
- 🏠 Grow Together



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## **ABOUT THE WREKIN HOUSING GROUP**

The Wrekin Housing Group ('WHG') is an ambitious, socially minded organisation looking to grow our delivery of the very best housing, care and support services to our customers. We are proud to make a difference to people's lives by:

- 🏠 Providing over 13,500 homes for affordable rent and low-cost home ownership across Telford & Wrekin, Shropshire and Staffordshire.
- 🏠 Delivering innovative care solutions ranging from domiciliary care for the elderly to supported housing and residential care for adults.
- 🏠 Providing an award-winning repairs services; exemplar programme to build new homes and excellent housing services – that drives high satisfaction with customers who live in high standard homes.
- 🏠 Working in partnership with customers and service users, working in partnership with them in decisions about our business, enabling us to continuously improve performance.
- 🏠 Taking pride in having the most impact we can, such as working with partners to create jobs where we might be building new homes, to have the most impact we can for our customers and communities.
- 🏠 Being a fair and trusted employer to our 1,200 staff and recognised as an ethical and trusted partner to our key stakeholders and wider supply chain that delivers against its values.

For further information about our organisation please visit [\*\*www.wrekin.com\*\*](http://www.wrekin.com).

### **Our inclusive culture**

We are committed to being an equal opportunities employer. All applications are considered on the requirements of the role regardless of gender identity, nationality, ethnicity, marital status, age, disability, sexual orientation, religious belief or background. Please refer to our Equal Opportunities Policy below for further information.



## **YOUR OPTIONS**

We recognise the highly competitive market place for recruiting and retaining Trades employees. For this reason, we have developed some flexibility in our salary packages for Trades employees, giving them the opportunity to select which contract package they would prefer.

We know that depending upon lifestyle and personal circumstances, some individuals would prefer to receive higher basic pay than a benefits package which includes additional pension contributions and sick pay – this package is known as ‘Max Salary’. For others, the enhanced benefits we offer provide security and additional entitlements which support their personal circumstances.

To help you to make an informed choice about which package is right for you, we have put together a comprehensive set of Frequently Asked Questions (FAQs). The FAQs below detail everything you need to know about the package options on offer and once you’ve joined our team, how to opt for a contractual change in your terms if you would like to.

### **What will you be doing?**

As a multi-skilled Trade at The Wrekin Housing Group you will be responsible for providing a quality maintenance and improvement service to all occupied and unoccupied properties of The Wrekin Housing Group. Your duties will mainly be in your base trade, but you will need to work flexibly in other trades and trades inspections.

### **What do you need?**

City and Guilds Qualification in one of the building trades, or equivalent time served in one of the building trades

You must be able have demonstratable post apprenticeship experience of maintenance in domestic properties

### **Other**

Current full driving licence

Flexibility in approach to hours worked and working in an agile way

Thrive in a dynamic and changing environment

## **SUMMARY OF BENEFITS OF EMPLOYMENT**

Below you will find a summary of the terms and conditions that are applicable to this role.

### **Hours of Work**

Full time employees are expected to work a flexible 36 hours per week, with those opting for the Max Salary package working 40 hours per week, to cover the needs of the service including any reasonable additional hours in line with the required duties.

Your actual hours of work will vary and be worked flexibly on a rota covering Monday to Sunday, 08.00am until 20.00pm depending on the needs of the service.

You will also be required to work as part of the Groups out of Hours standby Team, covering out of hours emergency work on a Rota basis, between the hours of 8.00pm and 8.00am, for which there will be an additional weekly payment.

### **Annual Leave Entitlement**

On a standard contract, depending on length of service, you will receive an enhanced holiday allowance as follows:

- Your basic entitlement starts at 176 hours plus 88/96 hours statutory/extra statutory holidays per year (22 day and 11/12 bank holiday equivalent).
- Following 3 years continuous Group service, you will receive an additional 24 hours holiday (equivalent to 3 days taking you to 25 days entitlement)
- Following 5 years continuous Group service, you will receive an additional 16 hours holiday (equivalent to 2 days taking you to 27-day entitlement).
- You will receive a further 24 hours for 10 years continuous Group service (equivalent to 3 days and reaching maximum allowance of 30-day entitlement).
- 11/12 days bank holiday entitlement

Max Salary Option will receive a statutory allocation of 210 hours including bank holidays (equivalent of 28 days)

### **Annual Leave Year Dates**

The leave year for all employees runs for 12 months commencing from the 1<sup>st</sup> day of the month of appointment to the Group. Depending on your start date in that month, this will be pro-rata'd in your first year.

### **Bank/Extra/Statutory/ Concessionary Holidays**

A total of 8 days for full time employees. The actual days are:

The bank holidays for all full-time employees are:

- New Years day
- Good Friday
- Easter Monday
- May Day
- Spring Holiday Monday
- Late Summer Holiday Monday
- Christmas Day
- Boxing Day
- Plus, on a Standard Contract only, 3 discretionary days (4 days when Christmas day falls on either a Tuesday or Thursday) to enable a closedown

Max Salary option does not include the additional shutdown days.

Because the business is open during the Christmas Period, a minimum level of cover is required. Those identified to work during this period will be given appropriate notice.

Max Salary, Advanced Craft and Standard Gas contracts may work through the Christmas shutdown period if required. Furthermore, you may be requested to work a minimum of four bank holidays throughout the year if required.

If you are not required to work the Christmas Shutdown days whilst on a Max Salary contract you must book these days off from your annual leave allowance.

If you are on an Advanced Craft or Standard Gas contract and you are not required to work, you have an additional entitlement that you must book through One Wrekin. If you are required to work you can take these days at another time.

## **Sick Pay**

Employees are entitled to receive sick pay for the following periods:

During Probation period: SSP only

During 1st year of continuous service upon successful completion of Probation Period:  
One month's full pay and two months' half pay

During 2nd year of continuous service: Two months' full pay and two months' half pay

During 3rd year of continuous service: Four months' full pay and four months' half pay

During 4th and 5th years: Five months' full pay and five months' half pay

After 5 years continuous service: Six months' full pay and six months' half pay

Those opting for the Max Salary contract option, will receive Statutory Sick Pay entitlement only.

## **Pay Arrangements**

All employees are paid monthly - 27th of the month

## **Subsidies**

A subsidised restaurant is available for use by all Group employees. Free tea & coffee is provided to all employees on site.

## Life Assurance

Life Assurance - Automatic membership of a non-contributory Group Life Assurance Scheme whereby employees receive an amount equal to twice annual earnings in the event of death in service.

## Private Health Care (not applicable to Max Salary contract)

Membership to a subsidised private health care insurance with BUPA is available for those on Standard Contracts only. A competitive rate is negotiated and employees and their families are eligible to join the scheme. The Group will pay 50% of the premium for Group employees who elect to join the scheme.

Similarly, a subsidised private dental plan is also available to employees and their families.

Associated costs for healthcare benefits as at April 2024:

BUPA Dental single rate:	£12.36 per month
BUPA Healthcare single rate:	£41.21 per month
Paycare:	£2.79 per month

## Flexible Benefits

- Employees can choose to buy up to 5 days leave.
- The Group will pay your annual fee in respect of membership to one professional institute.
- Employees have access to Just Credit and Fairshare
- Employees can receive a training allowance of £100 for a course unrelated to their role at the Group
- Employees can take up to two day paid leave per year (in addition to their annual leave) for volunteer activities.
- Employees not on the Max Salary contract can also choose to sell up to 5 days leave.

## Flexible Working Arrangements

All employees have the statutory right to make one application to request to work flexibly in any 12-month period, following 26 weeks employment and ensuring another application has not been made during this time.

## Notice Period

The contractual notice period for this role will be one month. These are exceeded where statutory entitlements are greater than the contractual.

## Pension Scheme

Employees on the Standard Contract are able to join Wrekin's defined contribution pension scheme, Smart Pension, subject to the rules of such pension scheme from time to time in force. The company reserves the right to review, amend or remove the schemes at any time in the future.

Further details on the scheme can be obtained from [smarpension.co.uk](http://smarpension.co.uk).

Contributions to Smart Pension scheme are:

<b>Employee Contribution</b>	<b>Employer Contribution</b>
5%	10%
6%	12%
7%	14%
Above 7%	14%

The pension schemes may be terminated or amended at any time in accordance with the organisations deed and rules that govern it and these are separate from the employment contract.

If you have chosen to take the Max Salary contract or have elected not to join the defined pension scheme, after three months of employment, you will be automatically enrolled into the NEST pension scheme so Wrekin meets its employer duties under pension provision. As from 1st November 2013 auto-enrolment into the NEST pension scheme has been enforceable. Once enrolled, it is up to the employee to instigate opting out of the scheme should they choose to. Full details of the scheme is available from [nestpensions.org.uk](http://nestpensions.org.uk).

## Maternity

Eligible to 52 weeks maternity leave; following 26 weeks employment employees on a Standard Contract will receive paid leave of 39 weeks - 18 weeks at full pay and 21 weeks SMP only.

On the Max salary contract you would receive the statutory allowance of 6 weeks full pay, followed by 33 weeks at SMP.

## Paternity

Two weeks leave on full pay for those eligible, or for Max Salary option this would be paid at SPP.

Employees can take Shared Parental leave as part sharing the overall maternity leave provisions with the same provision above.

## Adoption Leave

Employees can take Adoption leave with the same provision as above.



## Opt In/Out Of Contract Type

Throughout this job pack there is reference to which contract option you would prefer; a Standard Advanced Craft, Gas or Max salary contract. Once you start with The Group, if, following successful completion of your probation, you wish to reconsider your contract option, you can apply to change your contractual terms. This can only be done once every three years and you will not be able to revert back to your original contract terms during this time.

T&C's	Standard Gas and A/C Trades	Max Salary
Salary	£37,080 - Gas and Electric £35,020- All other Core Trade	£43,190 – Gas and Electric £41,130 – All other Core Trade
Hours	36 hours flexible between 8-8 Monday to Sunday	40 hours flexible between 8-8 Monday to Sunday
OOH/Standby	Standby - £299.55 per week/OOH £359.45	Standby - £299.55 per week/OOH £359.45
A/L	Incremental from 22 – 30 days (at 10 years) plus 11/12 bank holidays	Statutory - 20 days + 8 bank holidays
Buying/Selling A/L	Both	Purchase only
Bank Holidays	Has bank holidays/extra statutory days off but may work bank holidays or shutdown days if required	Expected to cover Christmas shutdown and at least 4 bank holidays per year
Sick Pay	(After probation) up to 6 months full/6 months half depending on length of service	Statutory SSP only
Healthcare	Access to BUPA Healthcare/Dental and Paycare	None
Paternity	Paid 2 weeks at full pay	Statutory Paternity Pay (approx. £150 per week)
Pension	Smart Pension/Nest	Nest only
Life Assurance	X 2 Salary	X 2 Salary
EAP	Yes	Yes

The below table outlines the difference between Advanced Craft and Max salary T&Cs, enabling you to compare terms more easily before deciding to opt-in or out: