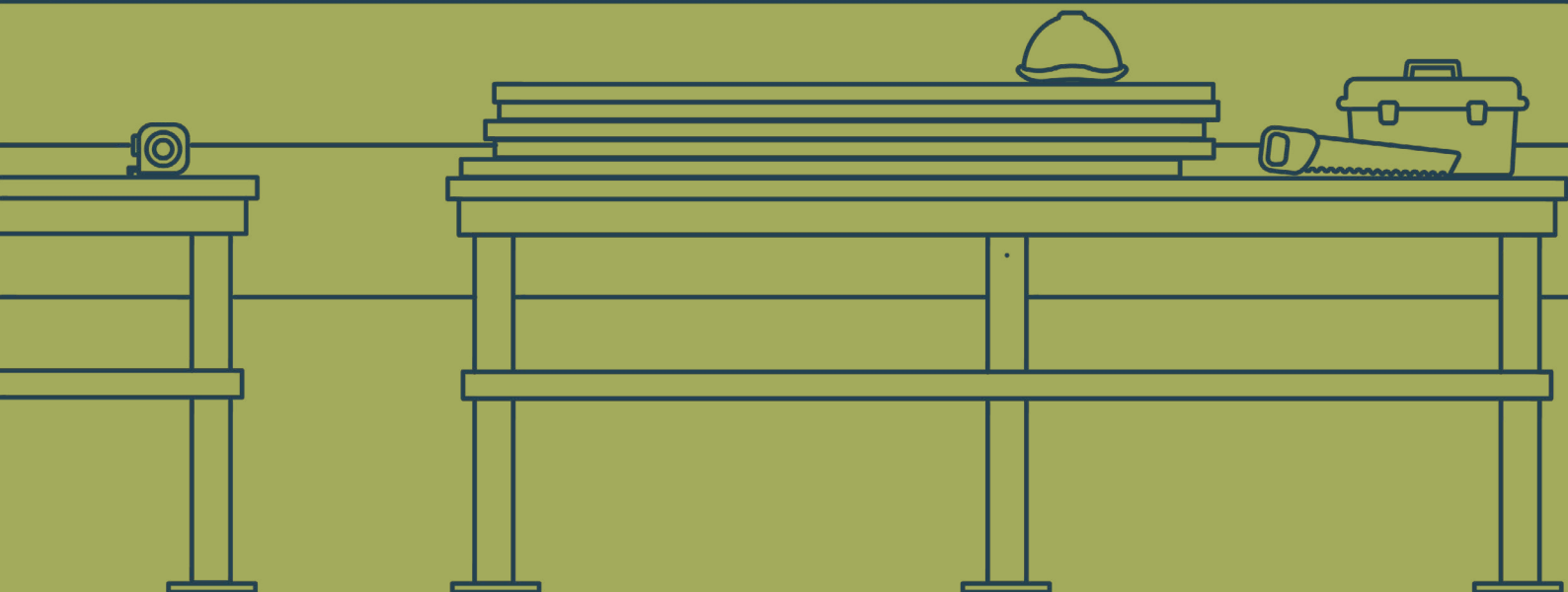


Factory Operative

Applicant Information Pack



Alternative formats

If you require this document in an alternative format, such as large print or a white or coloured background, please contact our Communications team.



unitedwelsh.com/contact



tellmemore@unitedwelsh.com



0330 159 6080

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About the United Welsh Group

United Welsh is an award-winning not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over **6,700 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

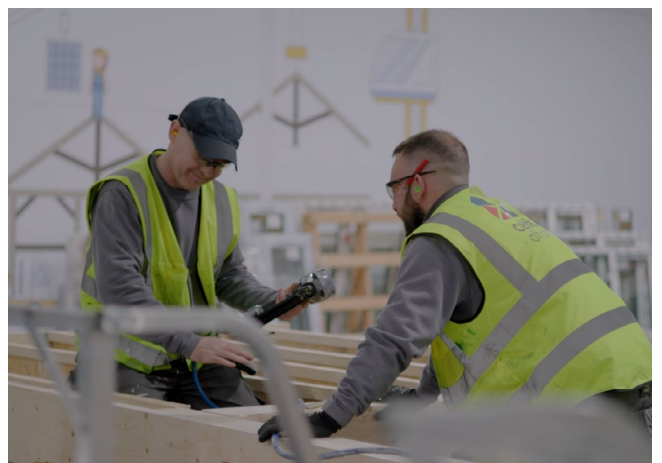
We have a new building programme that is worth around **£55m** each year and in the next five years, we intend to build **1,300 more homes**.

We are ambitious about how we can help people to live their best lives, working with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

The Group includes our repairs and maintenance service Celtic Horizons; timber frame home manufacturer Celtic Offsite and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

With over **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

Life at United Welsh centres around our culture. We live by our values which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



About Celtic Offsite

Celtic Offsite is a leading manufacturer of high-quality, sustainable timber frame homes, featuring factory-fitted insulation and windows.

Based at Pontygwindy Industrial Estate in Caerphilly, Celtic Offsite:

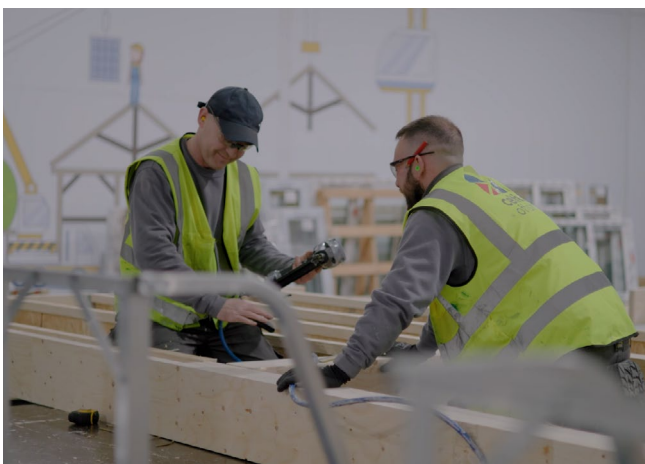
- Manufacture high quality, sustainable **timber frame structures** complete with factory fitted insulation and windows to build up to **250 low carbon homes per annum**
- Use over **28,000 sq. ft** of manufacturing facilities to provide affordable housing for contractors and developers
- Use a **Welsh supply chain**, including local partners and Welsh timber where possible.

The factory has been awarded **three prestigious International Organization for Standardization (ISO) certifications**; ISO 9001 for quality management, ISO 14001 for environmental management and ISO 45001 for occupational health and safety.

Celtic Offsite has also achieved **PEFC certification** for the chain of custody of forest-based products and was awarded Gold by the Structural Timber Association in their latest audit.

The factory has been certified as a **Climate Positive Business** by Earthly, and have removed **134.65 tonnes of carbon** since 2021.

We work with Carbon Footprint Ltd to continue to offset our carbon production by **planting one tree for every tonne we produce.**



Group structure

United Welsh

**Celtic Horizons
Ltd**

**Harmoni
Homes Ltd**

Developing homes for
United Welsh

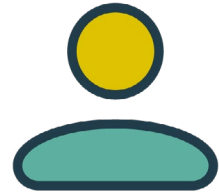
**Celtic
Horizons**
Asset
Management

**Celtic
Offsite**
Timber frame
factory

The Celtic Horizons
asset management
service for
United Welsh
is delivered in
partnership with
Mears Ltd



Job Profile



Factory Operative

Reporting to
Factory Supervisor

Broad purpose of the post

Are you looking to start a hands-on career in a supportive and dynamic environment? We are looking for enthusiastic individuals to join our team at our timber frame factory.

You will be part of a close-knit group producing high-quality timber frame panels, with the chance to work at different workstations and learn every step of the process, from receiving raw timber to crafting the finished product. Whether you're new to timber frame, recently completed a carpentry certificate, or want a fresh start in your career, we'll provide the training and support you need to succeed.

This is a great opportunity to build your skills and confidence in a practical, team-based environment.

- Permanent, full-time*
- £26,280 per annum
- Interviews 1st and 3rd July

***We are open to receiving applications from individuals looking for part-time work.**

This would be for a morning or afternoon shift working:

- 8am – 1pm Monday to Friday
- 12pm – 5pm Monday to Thursday
- 9:30am – 2:30pm on Fridays.

Please state on your application which role you wish to be considered for.

This is a rolling application. We reserve the right to close this advert at any time.

Key Accountabilities



- **Hands-on production work:** Operate as part of a manual manufacturing line, helping to produce both open and closed timber frame wall panels and floor systems to high standards of quality and accuracy
- **Multi-skilled workstation rotation:** Rotate through various departments to build a broad skillset. Tasks may include cutting timber, assembling wall and floor systems, inserting thermal wall insulation and windows, fitting plasterboard, and preparing finished panels for delivery
- **Health and safety awareness:** Maintain a strong focus on health and safety at all times, following all procedures and contributing to a safe and tidy working environment
- **Team Collaboration:** Work closely with colleagues to meet production targets and support each other in learning and development. A positive attitude and willingness to help others is key
- **Quality control and attention to detail:** Take pride in your work by checking materials and finished products for quality, ensuring everything meets our high standards before it leaves the factory
- **Learning and development:** Take advantage of on-the-job training and mentoring to build your confidence and technical skills - ideal for those starting out in the construction or manufacturing industry
- **Contributing to continuous improvement:** Share ideas and feedback to help improve processes and efficiency across the production line



Personal Requirements

Essential

- **Hands-on readiness:** You'll be using pneumatic hand tools, a tape measure, and performing manual handling tasks. Full training will be provided. However, the ability to confidently and accurately read a tape measure is a required starting skill
- **Team player:** You enjoy working as part of a team and are always ready to lend a hand to support your colleagues when needed
- **Attention to detail:** You take pride in your work and have a keen eye for detail, ensuring every panel meets our high-quality standards before it leaves the factory
- **Basic numeracy skills:** You should feel confident with simple addition, subtraction, and reading measurements from drawings or tape measures. Advanced maths isn't required, a good grasp of the basics is important, and we'll provide full training and support to help you build on these skills as needed.

Desirable

- **Willingness to learn:** No formal qualifications are required, but a flexible attitude and eagerness to learn new skills across different stages of production are key
- **Production awareness:** Worked in a production environment before, or somewhere that helped you understand the importance of meeting deadlines and working efficiently to targets
- **Self-motivated and ready to take initiative:** You are comfortable taking instruction from supervisors and can also work independently to complete tasks to a high standard.

Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all of the criteria will be considered in the process of making an appointment.

Terms and Conditions

Current Salary

Total salary is **£26,208** per annum.

Pension Plus

While working at United Welsh you are eligible to join our pension scheme. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

SimplyHealth

While working at United Welsh you are eligible for enrolment in our SimplyHealth healthcare plan.

Leave

- **25** days plus Bank Holidays

Right to work in the UK

We welcome applications from individuals who already have the right to work in the UK, as unfortunately, we are unable to offer visa sponsorship at this time.

Any job offer will be dependent on receiving appropriate documentation to confirm your eligibility to work in the UK, as part of our commitment to compliance and fairness.



How to apply

We are looking to begin interviews in the first week of July. To apply, please send a to jobs@unitedwelsh.com. You can also send your CV in person to our factory:

**Celtic Offsite
Pontygwindy Industrial Estate
Caerphilly
South Wales
CF83 3HY**

In addition to your CV, please also complete our online Equality, Diversity and Declaration of Interest form which can be found on our website [here](#). If you do not complete all parts of this process, you will be at risk of your application not being progressed further.

This is a rolling advert. We reserve the right to close this advert early.

Within your CV, please provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach these referees prior to the shortlist stage, and we will seek your permission first. However, references will be sought as part of our pre-employment checks for the successful candidate.

- We would be grateful if you could submit the Equality Diversity and Declaration of Interest form with your application. You can complete this form online. The information you provide will be used for monitoring purposes only and will be kept separate from your application
- Please ensure your CV and other documents are emailed as a Word or PDF file, as unfortunately, we are currently unable to accept applications in any other formats at the moment
- Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all the criteria will be considered in the process of making an appointment.

If you would like to discuss the role further, please stop by the factory or call us on 02920 858 128 and ask for Lee Wilkins.

Your privacy is important to us. To learn more about how your personal information is processed when applying for a job with us, you can find our Privacy Notices [here](#).

