



Shuttleworth Trust  
JOB DESCRIPTION

**POSITION:** Engineering Trainee  
**RESPONSIBLE TO:** Training Manager  
**POSITION:** Full time, 40 Hours a Week (some out of hours and weekend work)  
Starting September 2024  
**SALARY:** Details of package available at interview

**PRINCIPAL RESPONSIBILITIES:** To play an integral part in supporting the activities and duties of The Shuttleworth Collection's Engineering Department.

**TRAINING SCHEDULE**

The training role will be split between The Shuttleworth Collection and Marshall Skills Academy.

**DUTIES AND RESPONSIBILITIES**

**General**

Your line manager will be the Training Manager to whom you are responsible for task prioritisation, direction, all aspects of airworthiness and general conduct.

Additionally, you will co-operate with other members of the engineering staff and under the guidance of the Workshop Foreman to enable the various ancillary duties to be accomplished as necessary and reasonable (e.g. aircraft movement)

In terms airworthiness, you will be trained to work under: company policies & procedures; good working practice and within the applicable regulations at all times.

The Aircraft Engineering Dept. works strictly under a 'no blame' culture which requires the absolute honesty of its staff.

**Core duties and responsibilities**

You will be expected to be flexible and co-operative in the duties you are asked to carry out and to undertake such tasks as are reasonably deemed to be within your capabilities

You shall behave in a responsible manner and promote the Collections best interests at all times in the performance of your duties.

**Ancillary duties and responsibilities**

Assist with general workshop duties, aircraft & equipment movement.

Assist with aircraft ground operation and preparation for flight. Including the movement of aircraft and equipment, the operation of ground support equipment, aircraft replenishment etc.

Occasionally you may be required to assist with filming, recordings, photo-shoots etc.

Liaise, co-operate & assist other departments & staff as directed by your line manager.



**GENERAL**

1. To implement the Equal Opportunities Policy into your daily activities.
2. To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and other relevant legislation and EC Directives, including reporting to your line manager any health and safety hazard immediately you become aware of it.
3. To work in accordance with the Data Protection Act (1998) and to ensure all new systems are reported to the Data Protection Officer
4. Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the line manager or Head of Department/Division.

*Note: This role outline reflects the present requirements of the post. Duties and responsibilities may change and develop during the course of the role.*

**SHUTTLEWORTH TRUST JOB DESCRIPTION  
PERSON SPECIFICATION**

CRITERIA	ESSENTIAL/ DESIRABLE	HOW TO BE MEASURED APPLICATION/ INTERVIEW/ TEST /OTHER (Please specify)
<b>QUALIFICATIONS</b>		
GCSE 4 (C) or above in Math's, English, Science and a practical subject such as CDT or Design and realization	<b>DESIRABLE</b>	<b>APPLICATION</b>
Full driving license and own transport	<b>ESSENTIAL</b>	<b>APPLICATION</b>
<b>KNOWLEDGE AND EXPERIENCE</b>		
Understanding and knowledge of basic engineering	<b>DESIRABLE</b>	<b>APPLICATION/ INTERVIEW</b>
Basic knowledge of aero engineering	<b>DESIRABLE</b>	<b>APPLICATION/ INTERVIEW</b>
<b>PERSONAL ATTRIBUTES</b>		
Versatility; a willingness to learn new skills and broaden your knowledge	<b>ESSENTIAL</b>	<b>INTERVIEW</b>
Ability to work under strict quality and workmanship criteria	<b>ESSENTIAL</b>	<b>INTERVIEW</b>
Willingness to work during the airshow season (mainly May to October) on some weekends and this includes the operation of the Collection's aircraft onsite and external airshows.	<b>ESSENTIAL</b>	<b>INTERVIEW</b>
Demonstrate an interest in aviation, particularly vintage aviation.	<b>ESSENTIAL</b>	<b>INTERVIEW</b>
Teamwork and comradely	<b>ESSENTIAL</b>	<b>INTERVIEW</b>