

The Ecology Centre



Job Description: Grounds Maintenance Assistant

28 hours per week (generally Tues to Fridays), national minimum wage.

We are looking for an enthusiastic and hardworking, practical person to assist with conservation tasks and general upkeep of The Ecology Centre site. Activities include landscaping, path maintenance, general maintenance, woodland management, grounds improvement projects and assisting in the day to day running of the centre.

Job Purpose

To ensure that the buildings and site are safe and welcoming for all users
To assist in the delivery of projects within the aims of The Ecology Centre
To ensure that all Health and Safety policies and procedure are followed

General duties

Working as part of a team you will assist in the maintenance of the buildings and grounds. This will include:

- Morning briefings with Operations Coordinator
- Ensuring that all tools and equipment are used safely and kept in good working order
- Working with all staff, volunteers and members of the public
- Ensuring that each task is carried out in a professional and environmentally conscious manner
- Working in adverse weather conditions, with occasional weekend work
- Working in remote locations and on uneven ground

Supervision Received

Supervised by the Operations Co-ordinator. The postholder is expected to work using own initiative, referring to the supervisor for advice and guidance on more complicated issues.

Contacts

Internal – other staff members, Executive Committee members, volunteers, children, young adults and members of the public.

External – clients, parent groups, children, young adults and members of the public.

Person Specification: Grounds Maintenance Assistant

You will need to demonstrate in your application and at interview, that you meet the essential criteria for this post. In addition, it will help you greatly if you can demonstrate that you meet a number of desirable characteristics.

	Essential	Desirable
Skills & Experience	<p>An ability to communicate with a wide range of people with differing levels of ability.</p> <p>An ability to work as part of a team.</p> <p>Excellent time keeping, reliability and time management.</p> <p>Experience in working with a range of relevant tools and machinery.</p> <p>Excellent verbal communication skills.</p>	<p>Experience of working with the general public.</p> <p>Experience of working with volunteers of all ages and abilities.</p> <p>Working knowledge of current Health and Safety practice.</p> <p>Previous experience in landscaping, building maintenance or a similar field.</p>
Values & attributes	<p>An approachable, helpful, friendly manner.</p> <p>A professional approach.</p> <p>An enthusiastic approach.</p> <p>A commitment to The Ecology Centre.</p> <p>A commitment to environmentally friendly practices.</p> <p>Self motivating and able to apply initiative.</p> <p>Be physically fit and willing to work in all weather conditions</p>	
Education & Knowledge	Standard grade Maths and English or equivalent.	NC, HNC or HND in relevant subject.