

JOB DESCRIPTION

Job Title:	Maintenance Assistant
Reporting to:	Maintenance Manager
Department:	Maintenance
Hours:	Fulltime
Location:	Avon Tyrrell

Key Purpose

As a key member of the maintenance team you will support the delivery of high quality maintenance services at Avon Tyrrell. As a result of the stimulating location and varied accommodation and activities on offer, the Centre attracts many different customers from diverse backgrounds who expect a well-maintained site and we consistently want to meet or exceed their experience expectations.

You will assist in day to day operations by assisting with the repair, maintenance and upkeep of the buildings, estate, general fixtures, facilities and associated systems at Avon Tyrrell. This will contribute to UK Youth's mission and charitable objectives building and maintaining our reputation as a quality outdoor learning provider and enabling opportunities for as many children and young people as possible to Experience, Learn and Develop, supporting building bright futures.

Key Responsibilities

1. To help in the upkeep of the 65-acre estate includes; listed buildings, outbuildings, self-catering lodges, including all aspects of general repair and maintenance work. General maintenance tasks will include for example basic plumbing, electrical, monitoring fire-fighting equipment, alarms, emergency lights, plastering, painting & decorating work.
2. To carry out any gardening and estate work as required, be suitably qualified to assist in the maintenance of the outside estate, clearing overgrown vegetation, basic pest/vermin control, improving access, maintaining out-buildings, fences, signs and firebreaks and keeping all outside areas clear of litter.
3. To maintain tools, machinery, site plant including boilers, hot water generators, kitchen equipment, gas appliances, sewage works, swimming pool, vehicles, and work areas in a clean and safe condition. Help ensure any routine servicing is carried out at appropriate time intervals and this is recorded.
4. To assist in the bailiffing of the lakes twice daily during our open fishing season and to ensure good fishing practice.
5. Helping with site deliveries, portage and generally getting the accommodation areas ready on changeover days.
6. To maintain good standards of Health and Safety in all working practices and carry out the routine tasks listed in the Maintenance Health and Safety file. To help with keeping up to date any Risk and COSHH assessments.
7. To help supervise any seasonal staff, contractors, volunteers or students/work placements, so they can carry out the tasks required effectively and efficiently.
8. To cover regular weekends on a rota with other maintenance staff. This involves carrying out normal duties but being available in case there is any emergency repairs/maintenance needed on-site.

General

1. Attend one to one meetings and annual appraisals with the Manager of Maintenance.
2. Participate proactively in staff meetings, team meetings and other meetings as required. To work effectively with colleagues to achieve objectives and to represent UK Youth at meetings and events as required.
3. Support Charity wide initiatives
4. Act as a positive ambassador for the organisation, contributing to the effectiveness of meetings, the sharing of knowledge and experience and the development of UK Youth and its profile.
5. To take reasonable care for his/her own health and safety and for that of others who might be affected by his/her work, as required by law and described in the relevant operating procedures and policies for his/her area of work. This will include carrying out risk assessments as appropriate and promptly bringing any concerns to the attention of the line manager.
6. Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Key Working Relationships

The post holder is responsible for working with a wide range of individuals and organisations. These include:

- UK Youth's donors and suppliers
- UK Youth's customers and potential customers
- Members of the public
- Chief Executive, Directors and staff of UK Youth
- UK Youth's Trustees and members of the Avon Tyrrell Trust
- Friends of UK Youth and Friends of Avon Tyrrell
- UK Youth's Network

Resources for which the Individual Is Responsible

People: Occasional work experience students and volunteers

Equipment: Maintenance Equipment

Statement: I accept the terms of the above job description,

Signed:

Individual

Date

Line Manager

Date

PERSON SPECIFICATION

		E (Essential)	D (Desirable)
Qualifications and Training	<p>General maintenance skills in two of the following; plumbing, decorating, carpentry, electrical, grounds maintenance and building work</p> <p>Full clean driving-licence</p>	E E	
Experience	<p>Experience of working effectively in a maintenance role with a wide range of people; including building and maintaining good relationships</p> <p>Experience of working in the voluntary sector</p>	E	D
Knowledge, Skills and Understanding	<p>A general knowledge of Health and Safety issues relating to Maintenance</p> <p>Basic IT skills, including Microsoft Office</p> <p>Understanding of Equal Opportunities in practice</p> <p>Empathy with the needs of young people and the work of UK Youth</p>	E	D D D
Personal Qualities	<p>Be an outgoing person with good organisational skills, enthusiasm and energy, willing to undertake any task required of them.</p> <p>Be able to communicate well, self-motivated and capable of working on own and working with others when required and providing an excellent experience for all customers</p> <p>Flexible approach to work and working hours, including willingness to work regular weekends and occasional evenings.</p> <p>Be hands on to get the task done</p> <p>Excellent time and workload management skills with proven experience of meeting deadlines and working well under pressure</p> <p>An interest in outdoor activities, conservation issues, historic buildings and general estate management would be an advantage.</p>	E E E E	D