



## Job Description

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**Job Title:** Estates Team Senior

**Department:** Estates

**Responsible to:** Estate Manager

**Centre:** Church Knowle, Rehoming & Visitor Centre, Wareham BH20 5NQ

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### Purpose

The main purpose of the role is to support the Estate Manager as part of the estates team in the maintenance and care of all parts of the estate including buildings, grounds and services. The role will require someone with leadership abilities and practical skills in grounds and building maintenance, a proactive and pragmatic approach with the ability to work using their own initiative as well as part of a team.

It will also involve working with the estates manager in overseeing that daily jobs and maintenance schedules are completed on time and in a prioritised manner.

This will include supporting the events team with the logistics required for the many events carried out at each centre.

### Main Responsibilities

#### Maintenance

- To work with the Estates Manager and the Animal Care Manager to agree the approach of maintenance and management of the farm land.
- To identify any issues and highlight these to the Estates Manager and agree remedial actions.
- To assist the estate manager in the planning and management of refurbishments, repair and maintenance of areas around the different sites including retail outlets associated with the charity.

- To liaise where necessary with suppliers and source items required for the estates team.
- To work with and oversee external corporate and voluntary groups to complete planned tasks and jobs at each of the sites.
- To maintain vehicles, machinery and tools in accordance with current legislation and Health and Safety regulations.
- Driving tasks including the transport of animals between sites in liaison with the animal welfare team if required.

### **Health & Safety**

- To assist in overseeing and monitoring of site health and safety and to carry out regular inspections and recordings in line with centre health and safety policies.
- To ensure that all health and safety regulations are adhered to throughout the site.
- To ensure that equipment provided for the centre's use is regularly maintained and serviced.
- To ensure maintenance of the vehicles provided for the centre's use, including regular cleaning, inspections, servicing, etc.
- To supply out of hours cover for services where the need arises in an emergency.

### **Administration**

- The receipt and administration of invoices and all other documents received in connection within the estates team.
- The maintenance of records relating to services and routine inspections of sites, vehicles, tools and machinery.

### **Events/Public facing**

- To help promote public interest in the work of the charity.
- To help promote goodwill among the general public by maintaining a professional and courteous manner.
- Customer service in regards to visiting members of the public to sites and retail outlets in conjunction with your duties.

### **General**

- To ensure high standards of cleanliness at the centre at all times.
- To attend meetings and training courses as requested.
- To undertake any other reasonable duties as may fall within the remit of the job and as requested by the management of the charity.

- Any other reasonable duties

**Knowledge, skills and experience**

Please refer to the attached person specification

**Additional information**

The content of the role as reflected in the job description may change from time to time.

**Job Details:**

You will be required to work 37.5 hours per week on a locally determined rota which will include 1 weekend per month and some bank holidays. Due to the nature of the work it may at times be necessary to exceed these hours when work load demands.

You will be entitled to 20 days paid holiday, in addition to Bank and Public holidays.

**Salary:**

£17,550 per annum