



## Job Description

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**Job Title:** Estates Team Member

**Department:** Estates

**Responsible to:** Estate Manager

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

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### Purpose

The main purpose of the role is to support the Estates 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 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 corporate volunteer groups on projects planned for the year and 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 estates team to agree the approach of maintenance and management of the grounds.
- To identify any issues and highlight these to the Estates Manager and assist in corrective actions.

- To assist with repairs and grounds 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 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. As well as collection of materials from suppliers and merchants.

### **Health & Safety**

- To assist in site health and safety and to help achieve compliance for health and safety inspections in line with centre health and safety policies.
- To assist in ensuring that all health and safety regulations are adhered to throughout the site.
- To help maintain equipment provided for the centre's use is regularly maintained and serviced.
- To assist in maintaining vehicles provided for the centre's use, including regular cleaning and inspection etc.
- To supply out of hours cover for services where the need arises in an emergency.

### **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 and maintain workshops, plant areas and equipment.
- 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.

### **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:**

Dependent on experience and qualifications. Please contact David Dubois on 01292 480 474 to discuss.