Job Description – Part – Time Maintenance Technician

Project: Aldingbourne Country Centre

Work Location: Aldingbourne Country Centre

Directly responsible to: Site Manager, Aldingbourne Country Centre.

Overall responsible to: The Managing Director, The Aldingbourne Trust

**General Purpose:**

The Aldingbourne Country Centre is 26-acre site located on the edge of the South Downs

National Park - we provide vocational training for people with learning disabilities across a

range of activities and are an established visitor attraction in the area drawing upto 90,000

visitors a year. We pride ourselves on giving people a great experience and have just been accredited for the Visit England Visitor Attraction Quality Scheme.

We have some wonderful assets at the Country Centre and the successful applicant will be responsible for ensuring that the state-of-the-art buildings, open farm, various indoor and outdoor play areas, woodland walk, maze, camping fields and carparks present an attractive and welcoming environment for everyone. By performing a wide range of maintenance services on site you will be working alongside the people we support helping them to learn associated vocational skills.

Supported by the Events, Farm and Site team, you will be required to develop excellent working relationships with Country Centre staff, volunteers, people we support with disabilities and visitors to the Country Centre.

**Key Terms and Conditions:**

* Salary £ 12,804 per annum
* Hours of Working: 6hr a day (core hours 7.30am – 5pm), working 2 or 3 days from 7. Flexible to suit the requirements of the role, **includes some weekends**, either (rota or on call).
* Pension: The Aldingbourne Trust offers a contributory pension scheme to qualifying staff.
* Annual leave: 25 days in each year, pro rata for part time staff. 1 extra day per annum after 5 years of service, up to a maximum of 5 extra days after 10 years.
* Sick leave: After the first month’s service, 2 weeks at full pay in a rolling 12-month period (pro rata if Part Time)
* Emergency family care/ career’s leave: Up to 6 days per annum (pro rata if Part Time)

**Employee Benefits:**

* Life Assurance: 2 x your annual salary
* Employee Assistance Programme
* Bicycle voucher scheme
* Eye care vouchers
* Discounted gym membership
* 10% in ACC shop, ACC café, Horticulture, Make and Make Café.
* Flu Vaccinations
* £200 refer a friend scheme (payable when the new person starts)
* Funded Blue Light Card (1,000’s of discounts)

**Main Duties and Responsibilities:**

* Carry out a wide range of reactive maintenance duties and agreed scheduled works to ensure the Country Centre grounds and buildings look their best throughout the year for the people we support, our visitors and all other users of the site
* Following the planned work schedule to achieve first time fix, maximising productivity, and effectiveness
* Delivering high quality work standards across the estate, with year-on-year improvement
* Working closely with team members, sharing best practice and knowledge
* Using problem-solving skills and innovation to identify and develop solutions for key and common issues
* Ensure a safe and functioning environment for all users of the site that complies with all Health and Safety legislation, Safeguarding and other operational policies
* Ensure all machinery, equipment and buildings are in safe working order and that all work is carried out in a safe and practical way
* Communicating and building effective relationships with other departments at the Country Centre and wider Trust

**Person Specification:**

**Essential:**

* Multi-skilled with proven experience in reactive building maintenance, engineering, or construction environment
* Proven experience with plumbing repairs, light electrical and general building repairs
* Technically savvy/competent
* Ability to problem solve and work on own initiative.
* COSHH trained
* Risk Assessment & Method Statement knowledge
* Effective interpersonal and negotiation skills with the ability to form excellent relationships with a diverse range of people internally and externally.
* A positive approach to challenges which demonstrates creativity and an ability to produce solutions.
* Preparedness to work flexibly to deadlines
* Able to manage a busy workload, with excellent self-management and organisational skills.
* A level of physical fitness and wellbeing to carry out regular strenuous daily activities that are commensurate with the role
* Full driving licence

**Desirable:**

* Relevant qualification in specific working area (mechanical, electrical, plumbing, HVAC etc)
* An understanding of the complexities of working in a multipurpose visitor attraction
* Love of creativity and change
* Experience of working with people with learning disabilities
* To have a basic ability to use MS Outlook, Excel and Word
* Have a good working knowledge of work and operating a tractor and accessories