



Site Maintenance Assistant

Purpose

To contribute, as part of the site maintenance team, to the provision and development of safe and efficient facilities to support Embercombe's business needs.

Hours of work

- 37.5 hours per week
- 25 days annual leave plus bank holidays

Responsible to: Site Manager

Responsible for: Volunteers, supervision of contractors

Embercombe's purpose

To be a powerful and innovative catalyst for the emergence of leaders and change agents who will take courageous action for a just, peaceful, and sustainable world.

The site

Embercombe provides leadership programmes on a diverse 50 acre site in beautiful Devon countryside, including accommodation and communal facilities for residential staff and volunteers. The facilities to be maintained include meeting and training spaces, office space, yurt villages, various built structures, kitchens, workshops, animal homes and more. The site team plays a crucial role in maintaining and developing all facilities and spaces to provide a customer focussed, safe and efficient site to support Embercombe's work.

We are looking for an enthusiastic individual with experience of working as a maintenance person and capable of undertaking a wide range of maintenance tasks. Building skills are also desirable. We are looking for someone who is happy working on their own initiative and leading a team of people on a task, providing them with training and support in order to ensure tasks are completed efficiently, on time and to a high standard.

You will have a flexible approach to your working hours and days and will be happy to cover weekends and evenings in rotation.

Responsibilities

- Contribute to the planning and implementation of scheduled maintenance
- Provide reactive maintenance support
- Work collaboratively with other teams to provide relevant facilities and equipment
- Operation and maintenance of equipment, machinery and vehicles
- Supervision of volunteers on site maintenance tasks, providing coaching and mentoring in specific skills
- Work with and supervise external contractors
- Managing firewood, storage and deliveries for the site.
- Contribute to the ongoing review and evaluation of site and equipment usage in relation to delivery of business needs.
- Contribute to the development and design of new facilities.
- Contribute to procurement of materials and equipment.

- Promote a culture of safety and security across the site, ensure compliance with relevant policies, and contribute to policy review and reporting on safety related issues.

The person

We are looking for someone who:

- is enthusiastic, energetic and has a practical “can do” approach
- has good communications skills and can work easily and flexibly with others
- can work with minimal supervision, organise their own time and pro-actively identify and complete tasks
- is able to supervise others to complete tasks on time and to a high standard
- Is innovative in addressing challenges, making effective use of available resources
- is reliable and conscientious
- has a clean driving licence
- preferably has some trade skills, vehicle and tool maintenance skills, a chainsaw licence, a first aid qualification

And to be ready to demonstrate and develop leadership within the role:

At Embercombe what we mean by leadership is:

Leadership is a choice - a choice related to purpose.

If we know what we deeply love, this choice is liberating.

If we know what our gifts are, this choice can take form.

If we know what our responsibilities are, this choice becomes a necessity.

True leadership is available to all. It is a choice that is renewed moment to moment.

You can find out more at <http://embercombe.org/what-wedo/vision-mission/>.