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**Job Title:** Multi-Skilled Labourer / Gardener

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**Reporting to:** Properties Manager & Clerk of Works

**Location:** Based at The Elms, St Mary however working locations will vary

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**Role Summary:**

The Properties Team comprises the Properties Manger, Clerk of Works, Carpenter/Joiner, Painter, and the Properties Team Assistant/Labourer. This role will entail being responsible for assisting with the repair and maintenance of the Trust's built estate including its gardens and amenity areas. You will also be required to provide support for both the Lands and Events Teams. The job involves minor repairs, general maintenance, cleaning, painting, and gardening, as well as being responsible for implementing an annual programme of regular property maintenance and checks.

The post will require occasional weekend and bank holiday hours in order to accommodate the properties and events operational requirements.

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**Key Result Areas:**

**General Responsibilities**

- Monitoring the condition of the properties and the sites according to an agreed schedule of inspections and reporting any deficiencies, repairs etc. to the Properties Manager and/or Clerk of Works.
- Undertaking minor repairs to ensure all properties are maintained to an excellent standard with the work being carried out in an efficient and timely manner.

- Carrying out basic maintenance including decorating and replacing bulbs and fuses and ensuring that gutters, drains, and gullies are free-flowing and clear.
- Carrying out site garden maintenance e.g., grass cutting, hedge trimming, shrub pruning, planting, weeding, clearance of leaves and litter and removal of Green Waste.
- Performing basic landscaping such as filling potholes, erecting fencing, and boundary repairs e.g., mending or replacing fencing panels.
- Carrying out general portage duties such as moving furniture and equipment, furniture assembly, assisting with the setting up and taking down of items for the Trust's functions and events.
- Assisting with carpentry, plumbing, and painting jobs, as necessary.
- Responding to faults and emergencies as required and problem-solving, as necessary.
- Being responsible for the maintenance of the areas surrounding the air source heat pumps across the sites, ensuring that these are always kept clear of vegetation
- Collecting and delivering materials as necessary and arranging key-cutting
- Putting out the bins for refuse collection and recycling on a weekly and monthly basis respectively.
- Maintaining the site at The Elms throughout the year so that it is accessible, clean, and maintained to the highest standards
- Undertaking such other duties as may reasonably be required by the Trust from time to time

## **Administration**

- Assisting in the production and review of risk assessments and safe systems of working in line with health and safety regulations and the Trust's health and safety policy and ensuring that work is carried out in a

safe manner, carrying out basic health and safety checks and maintaining relevant records.

- Making contact with materials suppliers and ordering materials and supplies as necessary, ensuring that these are identified clearly so that the costs of the materials can be allocated to the relevant properties. Taking delivery of, signing for materials and other goods, conveying them to the relevant sites if necessary and ensuring that the collection slips are passed to the Clerk of Works.
- Signing out and being responsible for keys when visiting sites.
- Keeping written records of the site checks and inspections.
- Completing a weekly timesheet in a digital/written format as required

### **Personal Development**

- Participating in the Trust's performance and development review process, taking personal responsibility for identification of skills development, and training opportunities in discussion with the Properties Manager and attending such courses related to the job as may be required by the Trust.

### **Health and Safety**

- Complying with health and safety legislation and adhering to safe working practices including the use of appropriate PPE.
- Ensuring that the materials and tools for the jobs undertaken are in a safe and working condition, reporting any repairs as necessary and using these in a safe and responsible way, following and complying with instructions on equipment and/or materials usage

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### **Knowledge, Skills, Experience and Qualifications**

Understanding of health & safety and environmental health matters

Good verbal and written communication skills

Highly organised with ability to act on own initiative and work in a small team

## Flexibility

Understanding and appreciation of the principles of historic building work

Good IT skills or the motivation to acquire these skills as required

Clean driving licence

A high level of pride and an ability to deliver excellent standards