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VACANCY

Estate Worker – General

Salary - £8.91 per hour

37.5 hours per week

5 day rota including weekend and bank holiday working

Based – Wambrook, Chard

An exciting opportunity has arisen within the sanctuary for a General Estates Worker.

Reporting to our Estates Manager you will be responsible for the provision of Estates maintenance; this will inclue general repair, cleaning and maintenance of the sanctuary property and care and maintenance of the sanctuary site including external retail units.

The successful candidate will have practical experience of buildings and grounds maintenance and practical experience of general maintenance, including the ability to use a range of equipment. It’s desirable you have the relevant NVQ or experience of at least 3 years.

Due to the loaction it is essential you have access to transport. Uniform and PPE will be provided.

To apply please download an application form, job description and person specification from our website [www.ferneanimalsanctuary.org](http://www.ferneanimalsanctuary.org)

Please email your completed application form to [hr@ferneanimalsanctuary.org](mailto:hr@ferneanimalsanctuary.org) or post to Human Resources, Ferne Animal Sanctuary, Chard, Somerset, TA20 3DH

If you are unable to download the job details please contact [hr@ferneanimalsanctuary.org](mailto:hr@ferneanimalsanctuary.org)

FERNE ANIMAL SANCTUARY – JOB DESCRIPTION

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| --- | --- |
| JOB TITLE: | ESTATES WORKER - General |
| REPORTS TO: | Estates Manager |
| INTERFACES: | CEO  Re-homing Manager/Animal Care Manager  Head of Kennels/Senior Kennel Attendant  Senior Management Team  Administration Team  Trustees  Employees  Customers  Community |

MAIN PURPOSE OF JOB

To support the Estates Manager in the management and maintenance of the buildings and grounds at Ferne and to support the Estates team with general management tasks as required.

MAIN TASKS AND RESPONSIBILITIES

In consultation with the Estates Manager:

* To assist in the maintenance of animal enclosures and housing
* To support the estates team with maintenance across the sanctuary including grounds maintenance, weeding, hedgerow management and childrens play area and equipment.
* To ensure the sanctuary properties including external retail units meet the standards required by the Estaes Manager.
* To work with the Estaes Manager to agree the approach to General Maintenance and devise work plans accordingly.
* To identify and highlight any maintenance issue to the Esates Manager and agree remedial actions.
* Ensure the sanctuary is kept tidy.
* To work with the team on Land Management and maintenance.
* Maintain all equipment to the required standard.
* Cleaning Duties
* Undertake driving duties
* In extreme weather conditions to help as required
* To comply with all Ferne’s policies and procedures

The sanctuary reserves the right to vary or amend the duties and responsibilities of the post holder at anytime according to it’s needs. Job Descriptions only reflect 80% of a role and are not an exhaustive list of duties. You will be expected to carry out other activities that are within the scope of the role.

SKILLS AND EXPERIENCE

Essential

* Have a positive and professional work attitude
* Have an ability to be flexible, tactful, diplomatic and supportive in your approach at all times
* Experience in the use of a wide range of tools and machinary including strimmers, mowers and hedge cutters
* Experience of driving a range of vehicles
* Knowledge of grounds maintenance and management
* An inetrest in/knowledge of mainrtenance DIY
* A keen understanding and belief in the mission of Ferne Animal Sanctuary
* Full valid UK driving licence

Desirable

* Chainsaw certificate

PERSON SPECIFICATION

|  |  |  |
| --- | --- | --- |
| Qualification/Experience/Quality | Essential | Desirable |
| Education and Experience | GCSE Maths and English or equivalent  Experience in buildings and grounds management and maintenance. | Understanding of Health and Safety including Risk Assessments |
| Abilities/Special Aptitudes | Physically fit and able to carry out duties including lifting and use of power tools  Flexiable and adaptable to the changing needs of the sanctuary  Ability to use initiative when working unsupervised |  |
| Key Skills and Competencies | Good command of written and spoken English  Good organisational skills  Basic understanding of the safe use of chemicals |  |
| Other | Valid driving licence  Ability to work weekends and bank holidays  A flexible approach |  |

CONDITIONS OF EMPLOYEMNT

Hours: Full-time 40 hours per week

The sanctuary operates a TOIL (Time off in lieu) policy

Salary: £8.91 per hour

Holidays: 28 days including bank holidays (pro rata)