Job Description – Handyperson

Responsible to   Service Delivery Manager

Rate of pay   In the range of £21,720 to £22,720 + 6% contribution to pension scheme

Hours of work   35 hours per week, including some Saturday and evening work*

Place of work   Greener Kirkcaldy office, community locations and people's homes throughout South, Central and West Fife; Greener Kirkcaldy has a hybrid working policy, allowing staff to work from a hybrid of office and home depending on the needs of each role

Contract   Permanent, after completion of 3-month probation

Holiday   33 days inclusive of public holidays per annum pro rata initially, going up to 37 days after 5 years' service

Requirement   The post-holder will be subject to a Disclosure Scotland check

* Greener Kirkcaldy operates a 'time off in lieu' policy for any work outwith office hours.

About Greener Kirkcaldy

Greener Kirkcaldy is a community-led charity and development trust working locally to combat the climate emergency, tackle fuel poverty and food insecurity, and bring people together for a more sustainable Kirkcaldy. We deliver a range of projects, events and skills training to meet the needs and goals of local people – working towards a future where everyone can live better and tread more lightly on our planet.

We lead the 'Cosy Kingdom' partnership, providing a home energy advice service across Fife. The partnership has been delivering energy advice since 2012 and currently helps over 2,000 homes a year keep warm and save money. We work closely with Citizens Advice & Rights Fife, Home Energy Scotland, Fife Council and many other local partners.

This is an exciting time to join Greener Kirkcaldy. Our staff team is growing as we expand our programme of work to meet the needs of our community and tackle the twin climate and cost-of-living crises. For examples of Greener Kirkcaldy's work and partnerships see: www.greenerkirkcaldy.org.uk and www.cosykingdom.org.uk

Job purpose

You will support people in, or at risk of fuel poverty, by fitting simple energy-efficiency measures in their homes. These measures include putting up curtain poles and thermal curtains, installing radiator reflector panels, draught-proofing, and fitting LED light bulbs. You will arrange and make home visits in order to carry out that work, keep records of work and input data into the database. No database skills necessary - full training will be given.

Your role will also involve carrying out general maintenance of Greener Kirkcaldy's premises, including regular cleaning and handy work, as required.

Specific responsibilities

- To install simple energy efficient measures within the home
- To engage with project participants in a positive and constructive way and ensure their needs are met
- To provide excellent customer service
- To communicate effectively with the team
- To work with team members to achieve goals
- To input and report on the success of allocated tasks
- To arrange and complete appointments throughout South, Central and West Fife
- To complete handy and cleaning work of Greener Kirkcaldy's premises as required

General responsibilities

- To promote the work of Greener Kirkcaldy when working in the local community
- To comply fully with the organisation ethos, policies and procedures and relevant legislation
- To attend meetings as and when required
- To undertake other duties in line with the job purpose

Equal opportunities

Greener Kirkcaldy values diversity and is committed to providing equal opportunities for all staff and applicants regardless of race, gender, age, disability, religion, belief, sexual orientation, marital status or pregnancy and maternity. Greener Kirkcaldy makes hiring decisions based solely on experience, skills and the needs of the charity at the time. Please tell us if you have access needs for the recruitment process and we will try and meet your needs.

If you have any questions about the job or about working at Greener Kirkcaldy, please contact Bruce McCall, Service Delivery Manager on bruce@greenerkirkcaldy.org.uk.