

## Job Description - Handyperson



<b>Responsible to</b>	Service Delivery Manager
<b>Salary</b>	£23,572 - £24,572 pro rata + 6% contribution to pension scheme
<b>Hours of work</b>	Full time (35 hours per week)* on a flexible basis, including occasional evening and Saturday work
<b>Place of work</b>	Greener Kirkcaldy office (or hybrid of home and office), community locations and people's homes throughout Mid and West Fife
<b>Contract</b>	Permanent
<b>Holiday</b>	33 days, inclusive of public holidays, per annum pro rata, going up to 37 days after 5 years' service
<b>Requirements</b>	The post-holder will be subject to a Disclosure Scotland check

*\* Including some evening and Saturday work. Greener Kirkcaldy has a flexible working policy. We would consider requests to work fewer hours, or to job-share.*

### About Greener Kirkcaldy

Greener Kirkcaldy is a community-led charity working locally to bring people together, take positive action on the climate emergency and support people through fuel poverty and food insecurity.

Based in the heart of Kirkcaldy – with a community building, training kitchen, bike shop and garden – we carry out activities across Kirkcaldy and work with partners to deliver projects across Fife.

We want our town to be a good place to live and work. We believe in a future where everyone has a say in what happens locally, people are working together to protect our environment and those in hardship are supported to live well. That includes our staff and volunteers.

Working at Greener Kirkcaldy involves being part of a positive, collaborative and social team. Our culture is really important to us. We promote equality, diversity and

openness. We have a strong focus on staff wellbeing and development and encourage staff initiative and ideas.

We support all our staff with flexible and hybrid working, generous holidays, enhanced maternity, paternity and sick pay, lots of wellbeing, training and development opportunities (and social events!)

We want Greener Kirkcaldy to be an inclusive and diverse charity where everyone feels supported, valued and able to be themselves. We take part in Fife Centre for Equalities' Equality Pathfinders programme. We also take part in the Race Equality Environmental Programme facilitated by CEMVO Scotland. Our [Equalities Action Plan](#) sets out the steps we are taking to improve diversity and inclusion.

To achieve our vision of Kirkcaldy as a greener and fairer place to live, we need a diverse team. We encourage applications from people of any background. We know that in our sector we particularly lack staff and volunteers with Minority Ethnic backgrounds and disabled people. If you identify as Minority Ethnic and/or disabled, we are particularly interested in receiving your application.

Please contact Office Manager, Dianne Girvan, on [dianne@greenerkirkcaldy.org.uk](mailto:dianne@greenerkirkcaldy.org.uk) to discuss any additional support you may need to complete your application or take part in the recruitment process.

## **Job purpose – Handyperson**

Greener Kirkcaldy works on a local scale to benefit people and our environment. We run a wide range of projects: tackling climate change and social injustice and bringing our community together.

We lead the Cosy Kingdom partnership, a free and impartial energy advice service available to all tenants and homeowners across Fife. Our energy advisors help people save energy, stay warm while spending less on fuel and develop skills and confidence to take more control of their energy use and bills. Our work plays a vital role supporting people in, or at risk of, fuel poverty and makes an important contribution to tackling carbon emissions and climate change.

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 carry out home visits, keep records and input data into a database. No database skills necessary - full training will be given.

Greener Kirkcaldy has a Community Building in East Fergus Place Kirkcaldy, an Active

Travel Hub on Kirkcaldy High Street and a Community Garden in Dysart. Your role will also involve carrying out general maintenance of these premises, including regular cleaning and handy work, as required.

### **Specific responsibilities**

- Install simple energy efficient measures within homes throughout South, Central and West Fife
- Provide excellent customer service and engage with people in a positive and constructive way, ensuring their needs are met
- Communicate effectively with the Energy Advice and wider Greener Kirkcaldy teams
- Arrange appointments and manage calendar
- Input data and report on progress
- Carry out handy and cleaning work of Greener Kirkcaldy's premises, as required

### **General responsibilities**

- Work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues
- Promote the values of Greener Kirkcaldy when working in the local community
- Comply fully with the organisation ethos, policies and procedures and relevant legislation
- Attend and contribute to team meetings and training courses
- Undertake other duties in line with the job purpose

## Person Specification – Handyman

<b>Qualifications, skills and experience</b>
Excellent people and communication skills
Good literacy, numeracy and IT skills
Organised, able to work under pressure and plan a diverse workload
Previous handyman or janitor experience or DIY skills
Ability to work with people from diverse backgrounds
Managing your own workload, appointments and maintaining case records
<b>Knowledge</b>
Knowledge of DIY techniques
<b>Personal qualities</b>
A positive, enthusiastic and supportive attitude
Passionate about sharing skills and knowledge about energy related topics
Proactive, self-motivated and able to use own initiative
Flexible and able to adapt according to the needs of the organisation
A willingness for continued learning and personal development
Enthusiastic about engaging people to tackle the climate emergency and/or supporting people in hardship
<b>Additional Requirements</b>
Able to use your own vehicle to transport materials and travel between home visits across Fife