# Job Description – Caretaker and Facilities Assistant

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| **Responsible to** | Operations Team Leader |
| **Salary** | £24,875 pro rata + 6% contribution to pension scheme |
| **Hours of work** | 0.6 FTE (21 hours per week)* |
| **Place of work** | Greener Kirkcaldy's base at 8 East Fergus Place, Kirkcaldy, Active Travel Hub at 245 High Street, Kirkcaldy and Community Training Garden at Ravenscraig Walled Garden, Kirkcaldy |
| **Contract** | Permanent |
| **Holiday** | 33 days, inclusive of public holidays, per annum pro rata, going up to 37 days after 5 years' service. Plus an additional 5 days of annual leave (pro rata) over the Christmas period. |
| **Requirements** | 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 and development trust 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 Operations Manager, Dianne Girvan, on 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 – Caretaker and Facilities Assistant

Greener Kirkcaldy operates a range of community assets that support our work around climate action, social justice and community development. This currently includes a busy community building in Kirkcaldy Town Centre, a community garden, orchard and cabin at Ravenscraig Walled Garden and an Active Travel Hub and community bike shop on Kirkcaldy High Street. These facilities are used to deliver Greener Kirkcaldy's activities and events, volunteering opportunities and provide spaces for community groups and organisations through room and desk hire.

The Caretaker and Facilities Assistant will play a key role in ensuring our facilities are welcoming, clean, safe, secure and well-maintained for staff, volunteers, participants, hirers and visitors. Part of the Core Team, they will support the day-to-day operation of our sites through routine maintenance, inspections, housekeeping, health and safety checks and site support activities.

We are looking for someone who enjoys practical problem-solving, takes pride in maintaining community spaces, and is committed to helping create welcoming environments for the people who use our facilities.

## Specific responsibilities

- Carry out routine inspections, maintenance and minor repairs across Greener Kirkcaldy's community building, community garden and cabin, and active travel hub and bike shop
- Help ensure all sites are safe, secure, welcoming, clean and well-maintained for staff, volunteers, participants, hirers and visitors
- Undertake routine health and safety, fire safety and security checks and risk assessments, maintaining associated records and helping ensure compliance across all sites
- Liaise with contractors and support deliveries to the building, maintenance, repairs and servicing of buildings, grounds and equipment
- Help maintain outdoor spaces, including the community garden and East Fergus Place garden and surrounding grounds
- Carry out light housekeeping tasks, monitor cleanliness standards and replenish consumables between scheduled cleaning visits
- Support the setup of rooms, events, activities and venue hires, including moving furniture and equipment where required
- Open, close and secure Greener Kirkcaldy's sites as required, acting as a key holder and liaising with the alarm monitoring and key holding service in response to alarm activations and security issues
- Participate in an out-of-hours rota, providing evening and weekend support for venue hires and responding to facilities and security issues as required
- Maintain basic records relating to maintenance, inspections and facilities management
- Work collaboratively with staff, volunteers, participants and contractors to support the effective operation of Greener Kirkcaldy's facilities

## 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 – Caretaker and Facilities assistant

| **Qualifications, skills and experience** |
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| Good practical DIY and maintenance skills, with the ability to carry out routine repairs and maintenance tasks |
| Ability to identify maintenance issues and take appropriate action |
| Good organisational skills and able to plan and prioritise work across multiple sites |
| Ability to work independently and collaboratively as part of a team |
| Good communication and interpersonal skills |
| Able to maintain accurate records and use basic IT systems |
| Able to travel independently between Greener Kirkcaldy's sites |
| Experience of practical maintenance, caretaking, facilities or property-related tasks |
| Experience of working with contractors or service providers |
| **Knowledge** |
| Understanding of building maintenance and facilities management |
| Knowledge of health and safety, fire safety and security |
| Understanding of the importance of maintaining safe, welcoming and accessible community facilities |
| Awareness of good customer service |
| **Personal qualities** |
| A positive, enthusiastic and supportive attitude |
| Practical, reliable, proactive and able to use own initiative |
| Flexible and adaptable to the needs of the organisation |
| Takes pride in maintaining high standards |
| A willingness for continued learning and personal development |
| Commitment to Greener Kirkcaldy's values and supporting action on the climate emergency and social justice |