



Job Description

Job title

Builder and Facilities Manager

Hours of work

28 hours/week (0.8 FTE)

Salary

£31,850 FTE (£25,480 pro rata 0.8 FTE/28 hours)

Location

Glengarry Forest Cabins, Glengarry Community Woodland, Invergarry PH35 4HG

Reporting to

Development Manager

How to apply

To apply, please send a current CV and cover letter outlining how you demonstrate the required criteria to Tom Cooper at tom@glengarry.org.uk.

You can contact Tom at the above email for an informal discussion about the post prior to applying.

Closing date for applications: 5pm Wednesday 8th April

Interviews to be held during week beginning: 13th April



About the Role

Glengarry Community Development Trust is a community-led charity that manages land for the benefit of local people and visitors. In 2023 we began constructing six off-grid forest cabins to create sustainable income to support the Development Trust's community and environmental objectives. We have now reached the exciting stage of opening the business and recruiting for this key role, which will be central to its success. Glengarry Forest Cabins is scheduled to open in spring 2026.

Glengarry Community Development Trust is looking for an experienced person with knowledge of basic building maintenance and operations, and basic timber construction methods who is able to work as part of a new team. We are looking for a practical, organised and skilled person to help run our forest cabins, amenity building and general site.

Purpose of the Post

Our new Builder and Facilities Manager will work with the staff team, including the Accommodation Manager, Development Manager, Administrator, and Finance Manager to ensure that a guest centred approach is taken to operating the business. The role will be responsible for overarching facilities management, overseeing maintenance of six off-grid wooden cabins, associated out-buildings, the amenity building, and the wider site. The role will also be responsible for ongoing development of the site, including construction of new woodsheds, a bin store, and other infrastructure required to operate Glengarry Forest Cabins. The post holder will develop maintenance manuals, and ensure accurate records are kept. They will take responsibility for key areas of operations such as the heating and will need a good understanding of statutory and legal requirements in relation to facilities management of this nature. The business is operational seven days per week through most of the year, and the post holder will be required to ensure the buildings remain operational throughout.



Key Responsibilities

- Maintain heating system in amenity building – ensure smooth operation and address any maintenance issues including scheduling sweeps and keeping records. This will involve establishing firewood supplies for the boiler and ensuring an adequate supply of firewood is readily available
- Carry out any other building maintenance on the amenity building, six off grid cabins and wider site as required
- Ensure buildings meet compliance with Short Term Let Licence criteria
- Ensure buildings maintain compliance with any additional statutory and legal requirements
- Liaise with other trades such as electrician & plumbers etc.
- New site construction projects as required

Essential skills and experience

- Reliable, organised and good time management skills
- Ability to work as part of a team and independently
- Excellent attention to detail
- Joinery, basic knowledge of building (primarily with timber)
- Basic knowledge of electrics and plumbing
- Must be able to meet the physical requirements to build
- You will be confident and become easily familiar with existing facilities as well as being competent at constructing new building

Desirable skills and experience

- Knowledge & experience of community development
- Knowledge and experience of community groups and the sector
- A good understanding of building warrants and planning



Term and Conditions

This is a fixed term contract for 12 months. The post may be extended subject to funding and the ongoing development of the site.

Salary: £31,850 FTE (£25,480 pro rata 0.8 FTE/28 hours)

Pension: 3% Employers contribution

Due to the practical nature of the post, all work is required to take place on site, however flexible home-working arrangements will be considered where the role allows.