



## WorldHorseWelfare

### **JOB DESCRIPTION FOR LAND MANAGEMENT AND BUILDINGS MAINTENANCE SUPERVISOR**

#### **RESPONSIBLE TO:**

Centre Manager and Assistant Centre Manager

#### **AIM OF THE JOB:**

To assist the senior management team with the effective and efficient maintenance of the general buildings and pasture management. Ensure the buildings and general working environment are maintained to provide a safe, secure and pleasant environment for staff, volunteers, visitors and equine stakeholders in line with the charity's H&S policy and all statutory and regulatory requirements.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- Work with the Centre Manager to ensure an up to date, well-planned, effective preventative and reactive maintenance regime is in place
- Responsible for the daily line management of the maintenance team, working closely with the Centre Manager
- Responsible for the daily maintenance on general buildings and pastureland to ensure a safe environment for all stakeholders is in place
- Ensure all critical systems and services are functioning appropriately i.e. drainage, water, lighting, heating, fire and related alarm systems
- Provide additional support to the Centre Manager on specific projects as required
- Responsible for reports to ensure compliance with all health and safety regulations
- Maintenance of general records and administrative housekeeping
- Responsible for overseeing the fencing, fertilising, cultivations, hedge trimming and tractor driving
- Responsible for machinery maintenance to ensure all equipment is safe and fit for purpose
- To assist the Centre Manager with the preparation of the annual budget
- To liaise with the Centre Manager concerning maintenance staff performance and to deal with any minor performance or conduct issues as authorised
- To assist with off-site duties, including the collection and delivery of equines
- To assist with events both on and off site
- To work with external suppliers and contractors and members of other organisations in a professional manner
- In the absence of the Centre Manager be responsible for the safety and well-being of the maintenance team (where applicable)
- Advise the Centre Manager of any health and safety and staff issues as they arise
- To comply with the policies of World Horse Welfare to ensure a safe and healthy working environment

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- Undertake other job-related tasks as directed by the Centre Manager.
- Occasional weekend duties may be required.

**HEALTH & SAFETY:**

- To comply with the policies of World Horse Welfare to ensure that risks within the working environment are reduced as low as reasonably practicable
- To raise any health and safety concerns with your Line Manager or the Health & Safety Officer based at Head Office

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>		<ul style="list-style-type: none"> <li>• Relevant/applicable qualifications</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Management within a similar maintenance-based role</li> <li>• Reactive maintenance requests and ability to respond to meet strict timescales</li> <li>• General maintenance in relation to buildings and grassland/pasture management</li> <li>• Fencing</li> <li>• Fertilising</li> <li>• Cultivations</li> <li>• Hedge trimming</li> <li>• Tractor driving</li> </ul>	<ul style="list-style-type: none"> <li>• Transporting of horses</li> <li>• Domestic repairs such as internal decorations, plumbing, electrical experience</li> </ul>
<b>KNOWLEDGE/SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills – both written and verbal</li> <li>• Excellent organisational skills</li> <li>• Sound understanding of the principles of H&amp;S and Fire Safety in a similar environment</li> <li>• Ability to work on own initiative</li> <li>• Ability to work in a busy team</li> <li>• IT sufficient</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to drive horsebox</li> <li>• Ability to tow trailer</li> <li>• General workshop skills</li> <li>• Chainsaw skills</li> <li>• Use of transporters</li> <li>• General gardening duties</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Flexible</li> <li>• Confident</li> <li>• Good communicator</li> <li>• Motivational</li> <li>• Enthusiastic</li> <li>• Good time keeping</li> <li>• Practical</li> <li>• Good interpersonal skills</li> <li>• Approachable</li> <li>• Organised</li> <li>• Trustworthy</li> </ul>	