



JOB DESCRIPTION

For MAINTENANCE ASSISTANT

RESPONSIBLE TO

Centre Manager via the Maintenance Supervisor

AIM OF THE JOB

To assist the Maintenance Supervisor with the effective and efficient maintenance of the general buildings, grassland and field margins.

KEY TASKS & RESPONSIBILITIES

- Assist the Maintenance Supervisor with daily maintenance of buildings, grassland and field margins.
- Support with fencing, fertilising, cultivations, hedge trimming and tractor driving.
- Help with machinery maintenance (where applicable).
- Assist with off-site duties, including the collection and delivery of equines.
- Provide support for events held on and off site
- Assist the Maintenance Supervisor with general records and administrative housekeeping.
- Work with external suppliers and contractors and members of other organisations in a professional manner.
- Interact with members of the public in a professional, polite and friendly manner, directing any questions to the Centre Manager or Assistant Centre Manager as appropriate.
- Report any health and safety issues that arise to the Maintenance Supervisor.
- 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.
- 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

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Full UK Driving licence 	<ul style="list-style-type: none"> • Relevant/applicable qualifications • Chainsaw certification
EXPERIENCE	<ul style="list-style-type: none"> • General maintenance in relation to buildings and grassland • Fencing • Cultivations • Hedge trimming • Tractor driving 	<ul style="list-style-type: none"> • Transporting of horses • Domestic repairs such as internal decorations, plumbing, electrical experience • Hay production
KNOWLEDGE/SKILLS	<ul style="list-style-type: none"> • Organisational skills • Ability to work on own initiative • Ability to work in a busy team • IT skills • Good communication skills – both written and verbal 	<ul style="list-style-type: none"> • Ability to drive a horsebox • Ability to tow trailer • General workshop skills • Chainsaw skills • Use of transporters
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Good interpersonal skills • Flexible approach • Enthusiastic • Practical • Approachable • Organised • Trustworthy 	