Raystede Centre for Animal Welfare

Job Description

Job Title: Estates Assistant

Responsible to: Estates Manager

Grade: B.1

Background information

Raystede Centre for Animal Welfare, established in 1972, is a charity that aims to give animals a better life through rehoming, rehabilitation and sanctuary, and give people the support and knowledge they need to treat animals with care and respect. We care for more than 400 animals every day, including cats, horses, dogs, rabbits, hens and exotic birds. We help most of the animals find new homes but also provide life-long sanctuary for those animals that cannot be rehomed. Our beautiful 43-acre site is open for visitors to get a unique glimpse into a working animal welfare centre.
Animals are at the heart of everything we do but we could not care for them without our expert and dedicated team of staff and volunteers. Surrounded by animals, lakes, trees and fields with a café, shops, parking and many other benefits, Raystede is an uplifting and rewarding place to work.

The Estates team ensure that all buildings and grounds are maintained to a high standard and support teams with improvement projects and essential repairs.

Main Purpose of the role:

- Ensure all buildings and grounds are maintained to a high standard
- Carry out project work, repairs & construction, and general maintenance.
- Work with contractors on projects

Key Tasks

- Move materials to worksite and ensure all tools, machinery and other equipment is safely set up
- Using correct equipment and machinery maintain paths, including loose stone, gravel, block paving and tarmac and assist with re-stoning, patching, edging etc
- Use correct tools, machinery, and equipment to erect fences including, close board, stock, willow and hazel, split rail, chain link and picket etc
- Use correct tools, machinery, and equipment to construct and deconstruct buildings
- Use correct tools, machinery, and equipment to construct and deconstruct walls and stonework
- Operate equipment like drills, hammers, shovels, and other heavy machinery
- Operate workshop tools such as electric planers, bench grinders, drills, grinder wheels, benchtop bandsaws
- Operate heavy machinery such as digger, dumper trucks and forklifts as licenced to do so
- Climb to heights and conduct work as instructed including roof, gutter and window repairs and projects as required
- Lift and carry materials and equipment as needed including to load and unload materials from trucks and vehicles and move materials about in work areas
- Use chemicals and hazardous substances as instructed
- Perform routine facility inspections including path inspections, fire call points and lighting, building inspections

- To use and be responsible for personal use of Raystede equipment and machinery before, during and after each use to include cleaning and basic safety checks of equipment and machinery
- Operate manual material handling equipment such as wheelbarrows, trolleys and carts safely
- Dig trenches for cabling and pipe work
- Carry out snow clearance and gritting in the winter months when required
- Lay foundations for animal buildings and outbuildings
- Carry out proactive and reactive building repairs and maintenance across a wide range of building types, including animal housing, office buildings, commercial and farm buildings.
- Respond to ad-hoc maintenance needs as required including in support of animal care
- Prioritising and reprioritising tasks and a changing workload as necessary
- Use technical experience to identify and resolve problems
- From time to time be expected to be part of special projects as are reasonably required
- Supervise contractors onsite where instructed
- Flexibility to travel to our charity shops for Maintenance tasks or contractor supervision.
- To provide a basic/intermediate plumbing service to the main site and with agreement, other sites owned by Raystede.

General

a. At all times ensure and maintain a compassionate, professional and efficient public image for the charity
b. Participate in supervision, appraisal, and learning and development and take personal responsibility for maintaining the knowledge and skills required for the role
c. Take responsibility for ensuring own health and safety and that of others who may be affected by your acts and omissions. Report any health and safety risks to your manager.
d. Work within the policy framework of Raystede Animal Centre and adhere to the terms laid out in the employee handbook

<u>Key Working Relationships</u>

- Department Managers – work in sections and advise of presence and update on work giving explanation as required
- Third party service providers – Assist, or work alongside on projects or maintenance tasks
- General Staff and volunteers assist with and facilitate the successful and efficient operation of Raystede and its services

Decision making and limits of authority	• Make emergency decisions where life or property is in immediate danger from natural disaster or equipment failure • There is no financial authority in this role.
Financial resources	• No responsibility for financial resources.
Material assets	• Responsible for ensuring the cleanliness and security of departmental and wider assets where necessary. • Ensure all animal enclosures and buildings are maintained to ensure a high standard of welfare • Expected to report issues and defects with material assets, equipment, buildings, fixtures, and fittings to Section Manager when recognized. • Expected to report perceived issues with stocks or supplies to Section Manager.
Information and communication resources	• NO ICT responsibility in this role

People management	• No people management responsibility in this role • Supervise contractors onsite where instructed
Legal, regulatory and compliance responsibility	• Responsible for working within building and planning laws and legislation as instructed • Responsible for working within HSE framework
	• Responsible for ensuring own health and safety following set procedures and using equipment provided.

Person Specification		
	Essential	**Desirable**
Education and Qualifications	• Full Driving Licence	• Forklift licence, • Machine operator licence • Dumper licence • Excavator licence • Plumbing qualification • Electrical qualification
Knowledge and Experience	• Experience in a similar role • Good practical maintenance skills which can include a number of the following: general building, decorating, & grounds maintenance • Knowledge of working in a workshop environment and with dangerous machinery • A knowledge of health and safety best practice. • Good communication skills • Basic or advanced plumbing	• Professional Trade qualification Level 1 City & Guilds Plumbing course Level 2 City & Guilds Plumbing course • Microsoft Office suite/IT • Events- set up & support • Experience in a welfare environment. • Working with members of the public or within a visitor environment.
Key Skills and Abilities	• Ability to read labels, safety warnings and guidelines • Attentive to detail and alert at all times to ensure safety • Ability to work within a diverse team, and build excellent working relationships • Ability to work within a diverse team and build excellent working relationships.	• Problem solving
Personal Attributes	• Ability to deal with change to workplan • Personable and able to work within a team • Proactive and self-motivated with the ability to think creatively. • Change orientated approach to work	• Pet owner. • Appetite for personal development

Other	• To have a flexible approach to working hours. • Availability of vehicle for work use and in possession of a current, clean driving licence.