

## Role profile Handyperson/Caretaker

<b>Job title:</b>	Handyperson/Caretaker
<b>Location:</b>	Scottish Seabird Centre, The Harbour, North Berwick
<b>Reports to:</b>	Finance and Business Support Manager
<b>Term:</b>	Permanent (Self-Employed basis can be considered)
<b>Working pattern:</b>	Minimum of 20 hours across the week £9.60 - £10.70 per hour depending on experience Call out rate of £25 p/hour, plus hourly rate – out of hours/weekends

### Background

The Scottish Seabird Centre is a conservation and education charity whose purpose is *“Inspiring and educating people about the Scottish marine environment, motivating them to care for it, and supporting conservation projects”*. Based in North Berwick, East Lothian we overlook the marine environment in the Firth of Forth and have over 200,000 visits each year to our 5-star visitor attraction. Find out more [here](#).

### Job description

We’re looking for a versatile, all-rounder as this role is responsible for the general maintenance of the fabric of the Scottish Seabird Centre’s buildings its fixtures and fittings. The postholder is also responsible for the external maintenance around Anchor Green and our carpark in the Lodge Grounds North Berwick.

Specifically, the postholder will undertake:

### Principal duties

#### *Building assets*

1. Undertake essential maintenance and repairs in the Centre and the sunlounge (office) building. This includes painting and decorating, basic plumbing, and lighting checks.

2. Undertake the weekly fire alarm check and log its completion. Report any issues in the appropriate records, ensuring these are signed off by a Duty Manager.
3. Report emergencies in the case of faults with gas, electric and water supply and ensure that these are logged and dealt with appropriately.

#### *Anchor Green*

4. Undertake a regular check of fixtures around Anchor Green including memorial benches, signage, steps, wooden board walkways and telescopes and undertake maintenance and repairs as required.
5. Ensure clear and safe pedestrian access to the Centre particularly in adverse weather conditions, including clearing snow and gritting footpaths.
6. Collect, and dispose of appropriately, any litter which collects around the Seabird Centre and Anchor Green.

#### *Car park*

7. Complete a weekly check of the Seabird Centre carpark and undertake repairs as required. Check ticket machines are functioning and clear these if not.
8. Put up and take down carpark signage covers at the start and end of the summer season.

#### *Other duties*

9. Help with the set up/take down of exhibits and/or events including collecting and returning equipment to our offsite storage unit and movement of tables and chairs, or retail units.
10. Support contractors employed to undertake specialist maintenance tasks or larger scale jobs, as required.
11. Undertake cleaning of light fittings and high-level areas within the Centre and provide cover for cleaners on days off or holiday leave.
12. Carry out any other relevant duty as directed by the line manager or daily Duty Manager, that is within the competence of the post holder.

#### **Essential skills and experience**

- Able to carry out a range of everyday DIY, maintenance tasks and cleaning safely and to a high standard.
- Organised, with an ability to work flexibly with minimal supervision.
- Team player – adaptable and flexible to a varied working environment.
- Knowledge of Health & Safety regulations and appropriately trained or willingness to be trained in areas such as Manual Handling, COSHH and Working at Height.

#### **Desirable skills and experience**

- An interest in Scotland's marine and coastal wildlife and environmental sustainability.
- Ability to use Microsoft office packages (i.e., Outlook, Word, Excel) and to search online for products.
- Driving licence, or means of transport, with business insurance cover.

### **Our values**

Our values underpin everything we do. We take pride in bringing these to life in all that we do. We are:

- PASSIONATE about Scotland's coastal and marine environment.
- INSPIRE others to explore and care for Scotland's coastal and marine environment.
- INNOVATE with the approaches we use to engage with people.
- COLLABORATE with local and national partners to convey the importance of Scotland's marine environment.
- INFORMED about the current health of Scotland's marine wildlife and habitats and the actions required to protect it.
- TRUSTWORTHY providing reliable information and acting with integrity and without bias.

**Performance:** To be measured against clearly defined measurable and challenging goals.

**Wage:** We pay above the national minimum wage rate. £9.60 - £10.70 per hour depending on experience.

### **Benefits**

- Working for a successful conservation and education charity in a stunning location.
- Pension available.
- Training and development for everyone.
- 20% discount in the Centre's Gift Shop and Seabird Café.
- 10% discount on the Seabird Centre boat trips.
- Free entry to the Discovery Experience, for you and family members (restrictions on numbers apply).
- Free access to a range of Scottish visitor attractions with an Association of Scottish Visitor Attractions card.
- Free access/ special offers for a range of East Lothian attractions with an East Lothian Tourism Attraction Group card.

**Applications:** Tell us why you are keen to work with us - and when you are available - in a covering letter and attach your CV. **Please send both to [info@seabird.org](mailto:info@seabird.org) by Monday 22<sup>nd</sup> August at 5pm.** As we are keen to recruit as soon as possible, please apply now - we look forward to hearing from you!