**JOB DESCRIPTION**

**Title: Grounds and maintenance operative**

**Reports to: Executive Director of Estates**

**Background**

The grounds and maintenance operative will assist in general and grounds maintenance across all YMCA Dulverton Group sites.

**Our values**

The post holder will be expected to operate in line with our organisational values which are;

* **Value the Individual** – Respect others, ourselves and the people we work with in all that we do
* **Giving of our best** – Showing commitment in our work and to enable young people
* **Caring Deeply** – Have a passion for the work we carry out
* **Providing Creative Solutions** – Show innovation in the approaches we take in supporting young people
* **Communicate authentically and truthfully** – Show openness in our dealings and approaches to people

**Main responsibilities**

The role includes:

* Van driving
* Recycling
* Grass/hedge cutting
* Grounds maintenance
* Clearances
* Moving of furniture
* General repairs
* Liaising with external contractors

The role will require lone working, and working well as part of a team and under instruction.

**Person Specification**

**Qualifications and Experience**

**Knowledge, Skills, Abilities**

* Good communication skills
* Requisite knowledge of the tools, equipment, and materials common to the environment.
* Skills in general maintenance and general gardening including assessment, installation, repair and maintenance.
* Practical knowledge of plants plus experience and using general garden machinery
* To be friendly and approachable.
* To understand and deliver good customer service.
* Good attention to detail.
* Demonstrable time management and project management skills.

**Personal Qualities**

* Energetic, flexible, responsive and willing to be hands-on. Committed to providing a service that makes a difference.
* Willing to learn and develop.
* Commitment to YMCA Dulverton Group’s Values.
* Well organised balancing a range of priorities and deadlines.

**Other requirements**

* May be required to work occasional evenings and weekends.
* Have a full driving licence and access to a vehicle.

**Main terms of employment**

**Salary:** £27,718.80 per annum

**Location:** You will be required to work across YMCA Dulverton Groups sites as necessary within the remit of this role.

**Hours:** 40 hours per week

**Flexible**

**working:** We provide flexible working arrangements to support team productivity and stability. This may include changed working patterns.

**Holidays:** 28 days per year, plus bank holidays.

**Pension:** On completion of a six-month probation period, YMCA Dulverton Group will make a contribution of 3% of salary.

**Benefits:** Health and wellbeing of our staff is important to us. We offer regular training opportunities and a comprehensive benefits package. Including gym membership at a choice of locations, 10 days of free school holiday childcare, discounted childcare for 0-5’s and a 1-night hotel stay at our locations.