| **The Kindling Trust**  **Maintenance Co-ordinator**  **Job Description**  **Hours:** 15 hours a week averaged across the year. Possibly with seasonal  variation of hours e.g. 22.5 hours in the summer and 7.5 hours in the  winter (to be discussed)    **The days you work can be flexible, but we would like you to be**  **able to work most Thursdays, as this is when our maintenance**  **volunteers are onsite**    **Length of Contract:** Until 31st August 2023 (with a view to extend dependent on funding)  **Salary:** £22,230 per annum (gross) for a 37.5 hour working week, pro rata for  part time, plus 5% pension contribution  **Probationary Period:**  4 months  **Location:**  Stockport  **Closing Date:**  16th September 2021  **Interviews:**  30th September 2021  **Preferred Start Date:**  1st November 2021 | | | |
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| **Role**  A welcoming site is crucial to achieving our aim to create a thriving community food hub and engage more people in sustainable food and farming.  This means running a site that is well maintained, safe, organised, looks good, is well sign-posted and informative, and basically is a pleasure to visit and volunteer at. We are lucky to have a beautiful site and we are looking for someone with the practical skills to help us make it as productive, organised and physically welcoming as possible. | | | |
| **Background**  The Kindling Trust works to create a fairer, more sustainable society, starting with the food system. Working alongside communities, farmers, policy makers and activists, we aim to create radical social change, addressing problems at their root cause.  In 2016, The Kindling Trust took on the old plant nursery site in Woodbank Memorial Park, Stockport. Following a community consultation process in 2017, we started working together with local residents and groups, to develop the site into a thriving community food hub.  You will be joining us at the start of our 4th year of a 5 year grant from the National Lottery Community Fund. However, as for all projects the last 18 months have been very different to what we had planned and for a large part of that we had to close the site to the public. We are now looking to relaunch and engage a wide range of people through a bustling seasonal programme of activity.  You will be working as part of a team and building on current activities including: our FarmStart training programme, supporting new growers to scale up to market garden production; Volunteering days to support and learn about commercial, organic food production; a community garden project and opportunities to buy local, organic veg through the Veg Box People veg bag scheme and weekly community veg stall.    Past activities that we are looking to build on with the Woodbank team include: a range of community events, from gardening to bat walks and our wellbeing programme, offering cookery, gardening and access to healthy veg for people referred via Social Prescribing and other local services.  We are looking for someone who has practical skills, comfortable doing heavy work, often in bad weather and enjoys being outdoors. The maintenance Worker needs both to be organised and self motivated to work alone and work with and coordinate our maintenance volunteers. | | | |
| **Main Duties**  **Site Maintenance**   * With our Woodbank Team draw up a site maintenance plan, laying out the priorities as well as the regularity of and responsibility for maintenance tasks for each of the different areas of the site (FarmStart, Community Garden and shared areas). * Oversee and coordinate the delivery of the site maintenance plan. * Work with, coordinate and support volunteers to carry out basic maintenance tasks against the maintenance plan, e.g. mowing the grass. * Carry out the more involved maintenance and repairs work or the tasks that require more skill. * Organise for contractors to carry out tasks we cannot do ourselves, e.g. getting quotes, agreeing and checking quality of work carried out by electricians, plumbers etc. * Liaise with Stockport Council (our landlord) on maintenance and site improvement issues. * With the Woodbank team keep an inventory of tools and equipment on site. * Regularly inspect and repair broken tools where possible or replace if not. * Be available as a key holder to receive deliveries and provide access to contractors   **Volunteer Engagement**   * Help recruit volunteers to help with the maintenance and repairs on site. * Coordinate and support volunteer maintenance crew. * Provide instructions and demonstrate the tasks for the volunteers. * Facilitate additional training opportunities for the maintenance volunteers (e.g. first aid, wood working etc.)   **General responsibilities of this post:**  Together as the Woodbank Team (the Programme Co-ordinator, Maintenance Coordinator, FarmStart Coordinator and Lead Grower) you will be expected to:   * Prioritise health and safety of the site, its visitors, staff and volunteers with the use of checklists, inspections, and training. * Carry out training to become a first aider for the site. * Make the site as welcoming and productive as possible. * Manage the maintenance budget with the Kindling Finance Co-ordinator. * Report progress to Kindling Team meetings. * Reflect Kindling’s vision and principles, strategy and policies at all times. * Be aware of and comply with all relevant policies and procedures. * Fulfill such other duties and assignments as may be required from time to time. | | | |
| **Person Specification:** | | **Essential:** | **Desirable:** |
| Experience of practical outdoor working.  Experience of grounds maintenance, using mowers, strimmers etc.  Good level of carpentry skills.  Experience of and understanding of gardening and food growing.  Reasonably fit and able to carry out physically demanding tasks.  Good communication and interpersonal skills.  Experience of work with, coordinating & supporting volunteers.  Ability to motivate, encourage and get the best out of individuals.  Problem solving and issue resolution skills.  Ability to prioritise tasks and good planning and organisational skills.  Flexibility to work in various work conditions.  Be able to learn on the job, and respond to possibilities and potential opportunities.  Willingness and flexibility to undertake any relevant training required. | | ☼  ☼    ☼  ☼  ☼  ☼  ☼  ☼  ☼  ☼ | ☼    ☼  ☼ |