



Caretaker/Handyperson - Building and Grounds

Location	Reports to	Hours	Salary
Bore Place, Chiddingstone	Facilities, Grounds and Health & Safety Manager	3 days a week (to include Saturdays) - 22.5 hours a week	£23,800 (£14,280 pro rata)

Mission for the role

Bore Place is a historic estate set in 500 acres of beautiful countryside in Kent and home to our charity, the Commonwork Trust. The Commonwork Trust was established in 1976 and is committed to creating a world where people and nature work together to regenerate the planet and ourselves. Our work encompasses an organic and regenerative dairy farm, organic market gardens, venue, environmental education centre and programmes to provide opportunities for vulnerable and disadvantaged young people as well as the wider public. There are 5 properties on the estate used by visiting groups and hired for weddings, events and for holiday lets, as well as an education centre, 6 business partners' premises and 6 residential properties.

We are committed to creating a better future by providing a place that brings sustainability to life and offers opportunities to learn, grow and be inspired.

We are entering an exciting period, with a relatively new CEO in place, and to enable us to make the step change we need, we are seeking a new caretaker to be part of our team. This role will report to the Facilities, Grounds and Health & Safety Manager and work closely with the wider teams. The objective for this role is to work as part of our friendly and hard-working team to provide the day-to-day maintenance and care of our buildings and grounds.

We are a small organisation with a culture of 'can do' and everyone mucking in.

Handyperson/Caretaker Role

You will work to deliver an excellent experience for all visitors to Bore Place by:

- Maintaining our buildings and grounds to meet the expectations of all visitors and charitable programmes
- Ensuring all maintenance, facilities and grounds tasks are completed in a timely manner to ensure the smooth and safe running of Bore Place.

Direct Responsibilities

Ensure the general upkeep of buildings and services to ensure they are safe and meet visitor and residents' needs



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- Complete weekly, monthly, quarterly and annual maintenance tasks in accordance with the schedule set by the facilities manager.
- Provide caretaking support for the site including general care and maintenance of the buildings and contents as needed.
- Maintain and inspect all company vehicles (minibus and Hi-sun all-terrain vehicle) regularly to ensure they are road worthy standard as well as clean and tidy.
- Manage all support services to ensure they are of the required standard and meet our requirements (e.g., waste management and pest control)
- Ensure that accurate records are kept for all areas of COSHH, health and safety, risk assessments, and fire regulation management
- Act upon feedback from visitors to improve our premises and services
- Participate in the on-call rotation, with rare need to respond to critical issues.
- To work Saturdays to help meet the needs of the organisation

Maintain the general upkeep of the grounds

- Ensure the grounds and external areas are ship shape, clean and tidy at all times.
- Complete weekly garden tasks including mowing, weeding, hedging, watering, sweeping, tidying and ensure cleanliness of all outside areas.
- Ensure all equipment used is properly maintained and in good working order.

Ensure all visitor needs are met

- Work as part of the team to provide event support tasks including event set up/post event, porting furniture and other items as needed.
- Maybe required to drive the minibus for the transportation of visitors within the local area (training will be provided).
- Maybe required to drive Forklift to stock vending machines. (training will be provided).

Being part of the team

- Take an active role in the wider work of Bore Place.
- Assist with and take part in events as appropriate.

Legal requirements

- Adhere to health and safety, fire risk, food hygiene, COSHH and other statutory regulations.

Person specification



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Essential criteria

- **Practical skills** - handy person, troubleshooting vending machines, gardening and maintenance skills.
- **Well organised** - exceptional multi-tasking skills, ability to plan ahead, Basic computer skills.
- **Problem solver** - ability to think on your feet, identify solutions to problems and resolve any issues.
- **Persistence** - the willingness to go the distance to get things done.
- **Integrity** - values-driven, can deliver commitments on time and to budget and live up to verbal and written commitments.
- **Creativity and innovation** - solutions focused, can meet practical needs yet generate new ideas to make improvements.
- **High standards** - ability to deliver the best with pride and within the resources available.
- Attention to detail and excellent timekeeping.
- Clean driving license and excellent fitness.

Desirable criteria

- Knowledge of the various areas of compliance including site-specific Health and Safety issues.
- Tradesman experience - electrical, plumbing or carpentry

Our Values

Inspire

Inspiring and learning through experience - We inspire people to look after the Earth, enjoy the living world and become guardians of its future.

Regenerate

Regeneration in action - We seek to be a real-life model of regenerative practice and instill this at the core of everything we do.

Collaborate

Making a Difference Together - People and partnerships are at the heart of our organisation. We acknowledge that to achieve real change we need to work with others. This collaborative approach is key to our success.

Be Inclusive

A fair and inclusive environment - We champion and promote inclusion, equality, and diversity always. We aspire to be an organisation where people feel valued and included equally.

Take Ownership



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Personal and collective responsibility - Bore Place belongs to us all. Together we care for the land and provide a well-managed, accessible space, rich in wildlife where our values are central to our actions and choices.

Benefits of the role and working at Bore Place

- The role is at the core of a growing organisation and has clear accountability.
- Opportunity to make a significant difference to the lives of others and see the direct impact of your work.
- 38 days paid holiday a year (pro rata).
- Life insurance, EAP, pension, staff discounts on courses and food.
- Flexible working approach.
- Coaching and support.
- Opportunity to undertake further learning and training.
- A glorious countryside location.

Diversity

Bore Place is committed to promoting a diverse and inclusive workplace where everyone can be themselves and succeed on merit. We strive to ensure that opportunities to work and develop at Bore Place are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic.

Please notify us of any disability at the earliest opportunity should you wish us to make any special arrangements for the application process or, if successful, for the role. We will ensure we make reasonable adjustments wherever we can.

Safeguarding and DBS

The safety and welfare of children and other vulnerable people at Bore Place is extremely important to us and is why we pride ourselves on our Safeguarding procedures. All positions at Bore Place are subject to a Disclosure & Barring Service (DBS) check at the appropriate level.

Right to work in the UK

It is a requirement that any successful applicant has the right to work in the UK and can provide evidence of this. This would be an express term and condition of your employment with us.