

**JOB DESCRIPTION**

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| **Job Title** | Janitor/Handyperson |
| **Employer** | West Harris Trust |
| **Geographical Area** | Isle of Harris, Outer Hebrides |
| **Contract Type** | Permanent |
| **Position Type** | Part-time – 1 to 2 days (7.5-15hrs)/week flexible hours by arrangement plus week on, week off out of hours service |
| **Salary** | £19,500-£23,400 FTE (dependant on experience) plus out of hours retainer  and 6% employers pension contribution |

**Job Purpose**

The successful applicant will be employed by the community owned West Harris Trust to be responsible for the maintenance of assets including Talla na Mara, the Cliff, the Old Seilebost School and renewables projects.

**Hours of Work**

The successful applicant will be employed to carry out specific tasks as set out below. The post is for 1 to 2 days per week plus week on week off out of hours service for our campervan hook-ups.

**Role**

The primary roles of the successful candidate will be to:

* Ensure the general upkeep and maintenance of Trust properties and other assets, to include tasks such as repairs, decorating, pressure washing etc.
* Ensure company health and safety policies are adhered to, including the safe use of chemicals and equipment
* Perform and document routine inspection and preventative maintenance activities
* Submit documentation as required
* Organise and coordinate different trades as required
* Obtain and record meter readings
* Room set up
* Occasional cleaning and office cover
* Provide an out of hours service to campervan hook-ups
* Any other tasks as directed by the Trust management

**Selection Process**

Completed application forms in writing to Linda Armstrong, Commercial Manager, West Harris Trust, Talla na Mara, Pairc Niseaboist, Isle of Harris, HS3 3AE or email [linda@westharristrust.org](mailto:linda@westharristrust.org). From the applications the Trust will form a shortlist who will be asked for interview.

**Equal Opportunities**

In employment the policy of WHT is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, disability, creed, colour, race, age, ethnic origin, marital status, religion, sexual orientation, or responsibility for dependants or is in any way disadvantaged by conditions or requirements which cannot be shown to be justifiable.

WHT will apply this policy to the recruitment, training, remuneration, conditions of employment and promotion of its staff at all levels. WHT will undertake both initiatives to encourage under-represented groups to apply for posts, and specific training measures designed to correct imbalances at any level within the said organisation in terms of representation by black and ethnic minority; female or disabled employees.

**PERSON SPECIFICATION**

**Job Title: Janitor/Handyperson -West Harris Trust**

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| **Attributes** | **Details** | **Essential/Desirable** |
| Education and Training | * Relevant knowledge and skills through experience in previous employment. | Essential E1 |
| Knowledge and Experience | * Experience of building maintenance and upkeep. * Experience in adhering to health and safety policies and safe working procedures. * Experience of organising and coordinating different trades. * Experience of dealing with members of the public/tradespeople. | Essential E2  Essential E3  Desirable D1  Desirable D2 |
| Skills and Abilities | * Good practical skills * Strong problem solving skills. * Good IT skills. * Ability to work independently, self motivating, but able to work as part of a small team. * Strong people skills. * Ability to speak Gaelic. | Essential E4  Essential E5  Desirable D3  Essential E6  Essential E7  Desirable D4 |
| Other Factors | * Flexibility with regard to working hours. * Driving licence and access to a vehicle. | Essential E8  Essential E9 |