

Cluny Maintenance Focaliser



Hours: Full time position, 37.5h/week

Location: Based at Cluny Hill, Forres, Scotland

Salary: Band B circa £19,305 per annum

We are inviting applicants to apply for a staff position within the Findhorn Foundation's Assets team. This role will be Cluny based, but specific project work could require the team member to attend The Park site and Iona retreat house from time to time. The post holder will report to the Maintenance Focaliser.

Cluny houses residents and guests in a nourishing and transformative environment, providing a unique and rewarding living experience, and requiring a commitment to inner work and reflection. Cluny Maintenance Focaliser holds the role of being the first point of call to address the day-to-day running and upkeep of Cluny, including emergencies.

In addition, the post holder is expected to be part of the focus team, which ensures smooth running of the campus. We expect the holder of this post to be aligned with the spiritual impulse of the Findhorn Foundation and committed to embodying and implementing its spiritual core principles in daily life

RESPONSIBILITIES:

- Holding the focus and responsibility for ensuring that the Cluny site is professionally and efficiently maintained.
- Embodying the spiritual principles of the Findhorn Foundation in everyday life and practicing the commitments of the Common Ground.
- Planning of projects, ordering supplies, and liaising with other departments and contractors. Personally attending to, assisting, or delegating functions such as: electrical work, plumbing, carpentry, renovating, decorating, flooring, roofing, and central heating maintenance.
- Upholding Health and Safety regulations during the undertaking of personal and group tasks.
- Participating in rotas and general management of Cluny as needed.
- To be on call for emergencies.

REQUIREMENTS/SKILLS:

- A strong building knowledge and skill set.
- Ability to undertake manual tasks safely, diligently and with care.
- Ability to work both individually and in collaboration to deliver larger projects.
- Good project management skills, including the understanding and management of budgets.

To apply: Please send your CV and cover letter of no more than 2 pages indicating how you fit the requirements, to hr@findhorn.org.

Closing date: 9am, Monday 24 October 2022.