

**ROLE PROFILE**

<b>Details:</b>			
Job Title	CLUNY MAINTENANCE FOCALISER		
Department	Cluny Maintenance	Base Location	Cluny Campus
Reporting to	Maintenance Focaliser	Contracted Hours	37.5
Accountable For	Cluny Maintenance	Salary Band	Under Review

**Overall Job Purpose**

The safe upkeep and operations of the Findhorn Foundation’s Cluny Hill buildings. The role is the first point of contact in Cluny for building operations, faults and emergencies. The post holder must embody, to the best of their ability, the spiritual principles of the Findhorn Foundation.

- Key Responsibilities**
- Work and ensure all persons within H&S regulations when undertaking tasks or activities within the department.
  - Holding the overall awareness, both physically and spiritually, of the Cluny Maintenance department and the people within it.
  - Managing legal operational compliance requirements such as Electrical Inspection Certificate Reports and Gas Safety certification for Cluny and its out-buildings - ensuring all documentation is logged either physically (where required) and digitally in the correct shared locations
  - Upgrading and maintaining the residential staff and volunteer rooms and areas to ensure that the tenants contractual agreements are upheld
  - Upgrading and maintaining the guest rooms and areas to the best possible standard
  - Ensuring that all office spaces are maintained to the best possible standard
  - Undertaking weekly tests of the fire alarm
  - Tools - manage an inventory of all tools, and ensuring the PAT testing of any relevant equipment

- Working with the H&S Focaliser to manage all building requirements in terms of H&S standards
- Budget - holding an awareness of and managing the Cluny maintenance budget in conjunction with the Asset Manager
- Purchasing consumables and equipment as and when required - after approval if required (defined by spending policy)
- Workshop - ensuring all safety guidelines are adhered to and that all tools are kept in a safe and usable condition
- Safety awareness - engaging in and providing basic induction and training for everyone who is associated with the department in safe working practices e.g. manual handling, working at heights, safe use of ladders, etc...
- Volunteers - recruiting, training and managing volunteers. Demonstrating the principles of the Foundation as a way of working and being in the world.

### **Key Relationships**

- Spirit
- The line manager (currently Maintenance Focaliser)
- The other campus maintenance focaliser
- The FF H&S officer
- All other Cluny Focalisers
- All third party generalist or specialist trade contractors
- All third party generalist or specialist trade suppliers
- Volunteer coordinator

### **General Duties Applicable to All Co-Workers**

1. To undertake all duties and responsibilities in accordance with Foundation policies, including Equal Opportunities; Data Protection; Health & Safety; Safeguarding; Professional Practice and Quality and Financial regulations. To report any concerns to the appropriate person
2. To fully embrace the Findhorn Foundation's spiritual beliefs and purpose, sharing your experiences with others and acting in accordance with the Common Ground.
3. To take full responsibility for your personal professional development and training
4. To participate in the Foundation's Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to continually update skills and meet the requirements of the Foundation and Departmental Strategic Plans
5. To undertake such other duties as may reasonably be required, commensurate with your role, at your place of work or other premises
6. Attend weekly departmental attunements
7. Attend co-worker meetings (critical workload permitting)

*It is the practice of the Foundation to periodically examine co-worker's job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager, in conjunction with HR, with the co-workers working directly to the manager. You are expected to participate fully in such discussion and, in connection with them, to review and your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the Foundation's aim to reach agreement on reasonable changes, but if agreement is not possible the Foundation reserves the right to insist on changes to your job description after consultation with you.*

Signed

Date

Post Holder

Signed

Date

Line Manager

**PERSON SPECIFICATION**

<b>Details:</b>	
Job Title	CLUNY MAINTENANCE FOCALISER
Department	Assets

<b>Knowledge &amp; Skills</b> <i>(What does the role holder need to know and do)</i>	<b>Desirable (D)/ Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
Good organisational and time management skills, with the ability to multi-task, plan and prioritise your workload	E	A/I
Good working knowledge of Google Docs; Excel-Google sheets	E	A/I
Good problem-solving skills, good judgement and decision- making skills including the ability to work either independently or within a team	E	A/I
Good understanding of the functioning of the different aspects of building fabrics and how to repair them.	E	A/I
Ability to effectively manage a team	E	A/I
Ability to effectively ensure that all personal, team and individual team member tasks are undertaken in compliance with H&S regulations	E	A/I
Good interpersonal skills including good written and verbal reasoning skills	E	A/I
<b>Qualifications</b> <i>(What formal qualifications are required for the role?)</i>	<b>Desirable (D) / Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
High level of English and Maths	E	QA/I
Management Qualification (s)	D	QA/I

Any relevant H&S qualifications	D	QA/I
Full UK drivers licence	D	QA/I
<b>Experience</b> <i>(What experience does the role holder need to have?)</i>	<b>Desirable (D) / Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
Experience in building management	D	QA/I
To have held a role in a construction industry post	E	QA/I
Training in various aspects of H&S	D	QA/I
Experience in community living	D	QA/I
<b>Personal Attributes/Attitude</b> <i>(How does the role holder need to think and act?)</i>	<b>Desirable (D) / Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
Aligned with the spiritual impulse and principles of the Findhorn Foundation	E	I
Willing to respond to urgent issues out of normal working hours	E	I
Ability to use own initiative and to work with deadlines	E	I
Strong interest in streamlining processes	D	I
Resourceful; adaptable, flexible and forward thinking	D	I
Confident communication skills	E	I
Flexibility when needed to assist the wider department and organisation	E	I

A = Application

QA = Qualification Audit

I = Interview

T = Task i.e. assessment centre

***In service to Spirit, Humanity and the Earth***