

# Cluny Maintenance Focaliser



**Hours:** Full time position, 37.5h/week

**Location:** Based at Cluny Hill, Forres

**Salary:** Band A £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.

The post holder is expected to be part of the focus team, which ensures smooth running of the site. 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.
- 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
- 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 apply:** Please send your CV and cover letter of no more than 2 pages indicating how you fit the requirements, to [hr@findhorn.org](mailto:hr@findhorn.org). Please note that we are currently unable to support visa sponsorships, due to the fact that the Findhorn Foundation is transitioning to a SCIO.

**Closing date:** 9am, Friday 2nd December 2022