



MANINPLACE
INNOVATE ACCOMMODATE MOTIVATE

Job Description.

Caretaker

Context

Maninplace is a dynamic, busy charity and not for profit community interest company committed to providing safe and secure accommodation for people who present as rough living or homeless within the borough of Telford and Wrekin.

Offering a variety of accommodation and support services tailored to the individual, Maninplace seeks to reduce a return to homelessness for anyone accessing its services, as well as encourage, motivate and enable individuals to reach their full potential.

As Caretaker, you will ensure the external parts of our assisted living accommodation is maintained to a high standard of appearance at all times, is safe, and creates a welcoming outdoor space for clients and visitors to enjoy all year round.

You will be an enthusiastic, resilient and flexible person who relates well to people from all sectors of society and with a variety of backgrounds and support needs. Your strong motivation, confidence and organisational skills will be key to the success of this role.

Hours of work

21 hours per week over three to five days, with shifts ranging between 08:00 and 21:30. May include weekend work.

Salary

£8921 per annum. Access to work based pension is available after successful completion of a 3 month probationary period.

Qualification & experience

Proven experience within a caretaking and groundsman role. Experience of general maintenance and decorating, minor plumbing work and garden maintenance are essential. Qualifications and training: GCSE Maths & English at grade C or above is desirable but not essential. Full UK driving licence with use of own vehicle is essential.

Responsible to

Assisted Living Scheme Manager

Location of work

Based at a property in south Telford, working at other locations within the borough.

Job Summary

- Develop solid working relationships with customers based around trust and honesty, creating an opportunity that encourages and develops skills, learning and tenancy enablement.
- Organise and implement a programme of works that maintains a high level of appearance to all outdoor areas of the building, including garden and perimeter of the site.
- Regular evaluation of the property externals, identifying any necessary repairs and renewal works that will need to take place to meet contractual obligations and our in-house standards.
- Maintain all garden and perimeter areas of the property, creating a welcoming and comfortable outdoor living space for customers.
- To fulfil health and safety obligations in the following areas:
 - Regular checks of outdoor walking areas ensuring potential hazards are repaired
 - Checking of gates, fences and barriers, repairing any identified issues in a timely manner
 - Disposal of waste and recycling is carried out in conjunction with local authority requirements.
 - Access routes and fire escape areas are clear and in good state of repair.
 - Storage of outdoor machinery, fuels and tools are safe and secure at all times.
- Liaise with external contractors for works on the premises beyond the scope of this role.
- To work in conjunction with the Property Standards Officer to ensure the property remains within the expected standards set by Maninplace, and to comply with local and national housing requirements.
- Through the main duties of the role, create an environment that enriches the lives of customers residing at the property, giving them an outdoor space that promotes community and a learning environment.

Abilities

1. Be able to work in an organised and structured fashion.
2. The ability to pay attention to detail in all aspects of the role.
3. An ability to focus and work as an individual, but also as part of a team.
4. Be able to communicate well with staff and external contacts.
5. Have an ability to relate on all levels with Maninplace customers.
6. Be flexible in your work approach.
7. Have the ability to train and teach others regardless of their ability
8. Be able to motivate people and promote inclusion
9. Experience of working in a handyman/caretaking position with the ability to tackle most general maintenance tasks.

Person specifications

Skills & Experience	Essential	Desirable
1. Experience of working in a caretaking / groundsman position.	X	
2. Proven ability to work alone or as part of a team.	X	
3. Experience of coaching and mentoring vulnerable adults.		X
4. Full UK driving licence and use of own vehicle insured for business use.	X	
5. Proven experience of using Microsoft Excel and Outlook.		X
6. Ability to work in a well organised and structured manner.	X	
7. Experience of working within the supported housing sector, social housing or working with vulnerable adults.		X
8. Understanding of the homelessness sector and the impacts of homelessness on individuals.		X
9. Proven experience of training people or running learning workshops that develop skills.		X
10. Qualifications in gardening, plumbing, electrical, painting and decorating.		X
11. Non-judgemental attitude towards others, regardless of gender, sexual orientation, ethnicity, religion, social background, life history.	X	
12. Knowledge and understanding of substance misuse and how it impacts on individuals.		X
13. Strong communications skills, both verbal and written.	X	
14. Proven ability to de-escalate potential disruptive situations in a calm and controlled manner that promotes quiet and comfortable living environments.		X
15. Experience of providing advice and guidance to vulnerable adults and people accessing support services.		X