



SITE MAINTENANCE OFFICER

Introduction

Thank you for your interest in working at St Nicks! We are looking for a skilled and experienced Site Maintenance Officer to join our team. This is an essential role for St Nicks to help keep our Environment Centre and local nature reserve in good repair and a welcoming space for our staff, volunteers and visitors. Our ideal candidate will have a good level of practical skills and experience in general maintenance, both building and reserve infrastructure and be able to proactively manage the site.

Key Dates:

Closing date for applications: 12am (midnight) Friday 3rd July

Interview date: 10th July

About St Nicks

We are St Nicks, a local environmental charity with a mission “build and connect flourishing communities through urban greenspace generation, nature-based wellbeing and sustainable living”. Based at St Nicks Environment Centre hidden behind residential properties in the Tang Hall area of York, we have a thriving 24-acre nature reserve that is free to explore 24 hours a day 365 days a year. Our volunteer team help us maintain and manage our reserve for the benefit of people and wildlife.

In addition to managing the local nature reserve (LNR), we have three key pillars to our work:

- **Green Corridors York** strives for “more, bigger, better and more joined up” green spaces. Conserving nature whilst supporting our communities. As a city, we can work together to reduce pollution, challenge harmful developments and improve land management.
- Our **Nature-Based Wellbeing** team deliver both education and mental health support services. At St Nicks we all see and feel the benefits of being outdoors and connected to nature. These benefits can be physical, mental or a combination of both! Our Nature-Based Wellbeing team run a series of Nature-based Wellbeing groups to help adults find this nature-connectedness. 92% of Ecotherapy participants told us that these activities meant that they noticed and sought out nature more in their daily lives.
- Sustainability is at the heart of everything we do at St Nicks. When we talk about sustainability, we are looking to ensure we are doing the least harm possible. Whether that is relating to human, social, financial or environmental. Our **Waste & Sustainability** team collect recycling, carry out waste audits and run events across the city. Together our teams work to make York a more sustainable city.





St Nicks is a Real Living Wage Employer and a Level 2 Disability Confident employer. This means we will interview all applicants with a disability who successfully evidence the essential criteria on a person specification and consider them on their abilities, provide an inclusive and accessible recruitment process, and make reasonable adjustments during the recruitment process so disabled job applicants have the best opportunity to demonstrate their abilities.

Our values

Collaboration – Our approachability and inclusiveness ensure that everyone who is affected by our work is involved in shaping it.

Integrity – We are honest, inclusive and have respect for all life through our ethics, authenticity and commitment.

Innovation – We are committed to constructively exploring ideas that help us get closer to our vision by doing things differently and taking pioneering approaches, recognising the learning and development that comes with this path.

Professionalism – All of our actions to our beneficiaries, stakeholders and each other demonstrate our mutual respect, competence, proactivity and the way we make a difference.

Job Description and Person Specification

About the Role

The Site Maintenance Officer is a key role in maintaining St Nicks Environment Centre and local nature reserve as a safe, healthy and welcoming place for staff, volunteers and visitors. They will work collaboratively with the wider team to manage health and safety compliance and risks, and provide support on infrastructure maintenance projects on the St Nicks local nature reserve.

Job Title	Site Maintenance Officer
Contract Type	Permanent
Hours	16-17.5 hours per week, negotiable. This is based on an FTE of 35 hours per week.
Salary	£24,479 per annum, reduced pro-rata
Place of work	Primary place of work is the St Nicks Environment Centre and Local Nature Reserve (LNR). This role is not eligible for hybrid working within St Nicks policy.
Working pattern	Four half days Monday to Thursday, with occasional weekend or evening work by prior agreement.
Responsible to	Charity Support Manager
Responsible for	Occasional work with volunteers
Purpose	To maintain the Environment Centre through minor repair works, health and safety compliance, and supporting on infrastructure works.



Duties and Responsibilities:

Environment Centre and Reserve maintenance

- Carry out minor works in order to maintain or improve the site as required
- Maintain general tidiness of all internal and external areas of the building and compound, including emptying litter and recycling bins when required in liaison with the Waste Minimisation team.
- Work collaboratively with the wider St Nicks team to establish and maintain an effective system for reporting and addressing site issues or job requests.
- Regularly inspect plumbing and report/repair defects as appropriate, and monitor the heating system functions, report all defects to a qualified heating engineer and the Charity Support Manager.
- Liaise with external contractors for more significant works and emergency repairs including bursts, leaks, floods and breakages as appropriate with prior approval of the Charity Support Manager and CEO.
- Carry out or provide support on infrastructure works on the reserve e.g. maintaining paths, steps, fences, in liaison with the Green Corridors staff and volunteers.
- Empty and maintain the Centre's compost toilets, including their compost bins.
- Remove graffiti found on the reserve and support the response and repair work following incidents of vandalism on the reserve.
- Undertake gardening duties as required e.g. pruning of shrubs to maintain CCTV coverage, and maintain drains and gullies to ensure effective and healthy operation.
- Maintain supplies of all hygiene materials and equipment in liaison with the Charity Support Manager.
- Move items of Centre furniture as required.

Health and safety compliance

- Undertake annual Portable Appliance Testing (PAT).
- Inspect the fabric of the Environment Centre & structures, reporting and, within your capacity, repairing defects.
- Carry out weekly checks of the play area equipment reporting and, within your capacity, repairing defects. Report any equipment damage or vandalism to the Charity Support Manager (and police if appropriate) and arrange for external contractors to undertake major repairs to the equipment.
- Engage in appropriate training courses as required to assist in carrying out the role e.g. tools maintenance, manual handling, PAT.
- Liaise with external contractors on safety and security maintenance.
- Ensure that all tools, equipment and cleaning products are in working order and locked away and stored in appropriate cupboards and containers
- Clear leaves, snow, ice, moss and detritus as appropriate from the Centre's pathways and pathways leading immediately to the Centre.

General duties

- Participate in the day-to-day work of the organisation – such as reporting, attending team, Board and AGM meetings as required, answering the phone, dealing with enquiries from the public, communicate effectively with colleagues ensuring all necessary information is passed on.
- Maintain the strict confidentiality of all information acquired especially with regard to



- organisational and programme development, donors and beneficiaries.
- To take responsibility for being up to date with current policies and procedures and to adhere to these.
 - Keeping updated and being involved with the orchestration of organisational changes and developments through discussions with the CEO and colleagues at staff meetings.
 - Maintain a safe working environment and good housekeeping practices at all times.
 - All other reasonable duties as required in the delivery of this post.

Working Conditions:

A mixture of indoor and outdoor working with occasional evening and weekend work. This role requires manual handling, use of power tools, working at height.

Acknowledgement & Agreement

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Person Specifications (Skills and Knowledge/Values and Personal Attributes):

Experience

- Significant general DIY experience. Competent at simple repairs and maintenance with the ability to undertake maintenance tasks unsupervised.
- Experience of coordinating tasks and contractors
- Experience of grounds infrastructure work including maintaining and installing footpaths, fences, benches, signage, drainage

Skills and attributes

- Strong time management and ability to identify and prioritise urgent tasks
- Ability to communicate with a range of stakeholders (volunteers, external contractors)
- Willingness to engage in training as required for the role
- Ability to work independently and take initiative
- Problem-solving skills and a proactive approach to work
- Willingness to work indoors and outdoors in varying conditions
- Diligence and attention to detail
- A commitment to St Nicks mission, vision and values

Knowledge and understanding

- Knowledge of mechanical repairs (desirable)
- Health and safety awareness or training

Definition of Experience:

Experience = more than one year's direct experience.

Significant experience = at least three year's direct experience.



Application Process

If you would like to apply for this role, please submit a CV and covering letter detailing how you meet the criteria outlined in the person specification and an EDI form to info@stnicks.org.uk.

Closing date for applications: 12am (midnight) Friday 3rd July

Interview date: Friday 10th July

If you would like to find out more about St Nicks or the role before applying, we welcome an informal conversation with Eliza Fergusson. To book a call please email eliza@stnicks.org.uk.