



JOB DESCRIPTION

Job Title: Experienced Carpenter / Multi Skilled Tradesperson

Post Reference No: PR02

Reports to: Director of Built Environment

Grade/Salary: From £30,000, dependent on skills, knowledge and qualifications.

Hours: Full time, 39 hours per week, Monday – Friday.

Status: Permanent

A fantastic opportunity has arisen for an experienced, versatile and skilled tradesperson within the Buildings Department at The Lulworth Estate.

As an experienced Carpenter/Multi Skilled Tradesperson, you will have an eye for detail and take pride in maintaining high standards and producing quality work. You must also be prepared to work in several different environments, including the maintenance and restoration of historic, modern, residential and commercial buildings.

This is a full time, permanent role with a generous salary, subject to experience. Applicants should be able to demonstrate practical experience and strong general building skills and will hold relevant qualifications.

Main Tasks and Duties:

- All aspects of internal carpentry including first and second fix
- On site window repairs including removing and fitting new windows
- All aspects of roofing but not essential
- Ability and knowledge in other trades that maybe required from time to time.
- Operate and maintain all necessary power tools, hand tools, and machinery to a high standard.
- Identify, report, and address any defects or issues with Estate properties discovered during the course of your work.
- Ensure compliance with all relevant health and safety guidelines and regulations.

Duties Expected of All Staff:

- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.
- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- To regularly review, adapt, and improve systems and procedures.

- To undertake an annual appraisal which clearly identifies targets for continued improvement.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, customers and visitors.

This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the Estate operates. Other duties may be required within the general scope of the post.

Person Specification:

	Essential	Desirable
<u>Qualifications</u>	<ul style="list-style-type: none"> • Full UK Driving Licence. • Apprenticeship in Carpentry, Building Maintenance, or similar to NVQ Level 3. 	<ul style="list-style-type: none"> • Asbestos Awareness. • Working at Heights. • Scaffolding. • Safe Lifting.
<u>Experience and Knowledge</u>	<ul style="list-style-type: none"> • 2 years' experience of work in a similar setting post apprenticeship. • Experience using relevant power tools and hand tools. • A good understanding of Health & Safety issues and familiar with basic risk assessments. 	<ul style="list-style-type: none"> • Experience of working in an environment where the public have access to working areas. • Basic computer skills.
<u>Skills and Abilities</u>	<ul style="list-style-type: none"> • Highly efficient with excellent attention to detail. • Excellent problem solving skills. • Ability to read and interpret blueprints and technical drawings. • Ability to work independently and as part of a team. • Good physical strength and stamina. • Able to follow management instructions and successfully meet deadlines. 	
<u>Personal Qualities</u>	<ul style="list-style-type: none"> • Excellent timekeeping. • Excellent communication and interpersonal skills. • A strong work ethic, with high standards, taking pride in delivering excellent work. 	

Competencies Required of All Staff:

- Excellent interpersonal and communication skills when dealing with colleagues, visitors and external bodies at all levels.
- A positive, 'can-do' attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider Estate as required.
- Ability to contribute to achieving cultural change.
- Active commitment to equal opportunities

Terms and Conditions:

- This is a permanent appointment.
- The Contract of Employment will be based on the provisions of the Weld Estate A Fund.
- The salary for this role is dependent on qualifications, skills and experience.
- Working hours are 39 hours per week, Monday – Friday.
- The annual leave entitlement will be 28 working days to be taken during the period 1 January to 31 December inclusive of bank holidays or Christmas closure days.
- The appointment is subject to the satisfactory completion of a 6-month Probationary Period with reviews every month.
- The notice period will be dependent on contract type.
- Membership of the Peoples Pension Scheme is available.
- The appointment is subject to the Estate receiving satisfactory references.
- *The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.*

Applications

Applicants for this position must send their completed Application Form to recruitment@lulworth.com.

We are not accepting CVs at this stage from Recruitment Agencies.

The Closing Date for Applications: TBC

Proposed Interview Date: TBC

We reserve the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

Please add recruitment@lulworth.com to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.

You will be asked to provide evidence of all the qualifications listed on your application form at interview.

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the Lulworth website under the recruitment page or you can request a copy by emailing recruitment@lulworth.com.

Following receipt of completed application forms, if you have not heard from us within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).

Statement by appointed person:

(Section to be completed following offer of post to successful candidate)

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of Multi Skilled Tradesperson **at the Lulworth Estate.**

Signed:

Print Name (Block capitals):

Date: