

Vacancy Summary

Job Title:	Caretaker/Facilities Assistant
Salary:	£18,500 per annum
Location:	Chilcomb, Winchester
Hours:	37 (Full time)
Type of Contract:	Fixed term running for 6 months

Do you like it when things are left safe, clean and tidy?

We are looking for an enthusiastic individual with excellent people skills to provide fixed-term facilities support cover at our Chilcomb head offices and storage facility. This role is vital to the smooth operation of the site and under the guidance of the Facilities Manager, you will provide a high quality, customer focused service in relation to day-to-day site operations

A bit about you

You'll like getting things done!

You may have experience in a similar role or you may be looking to make the move into facilities support. You'll be proactive and organised and able to take the lead on the general maintenance and cleanliness around site, and in ensuring that the facilities are safe and well presented at all times. You'll be responsible and able to act as a key holder unlocking the site in the morning and ensuring that it's left safe and secure at night. You'll act as the first point of call for all contractors and deliveries and your approachable nature will provide a friendly welcome to visitors and staff alike.

This role is offered on a fixed term basis, running for 6 months.

What it's like to work for us

At Hampshire Cultural Trust we have a vision to create inspirational culture experiences that enrich and transform lives. We manage and support 23 attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.

We are committed to promoting equality and diversity and a culture that actively values difference. We recognise people from different backgrounds and experiences bring valuable insights to the workplace and enhance the way we perform and work. Our levels of employee engagement are high and our organisational culture positive.

The benefits of working for us

- 25 days annual leave (pro-rated for part time working)
- Pension
- Life Assurance
- Cycle to Work Scheme
- Health Cash Plan
- Employee Support Programme
- Opportunities to learn, develop and progress
- Team Card - Free access in our fee paying venues and discounts across café and retail.

To apply please forward a copy of your CV together with a cover letter explaining why you would excel in this role to recruitment@hampshireculturaltrust.org.uk. Please note applications without a cover will not be considered.

Closing date for applications: 25 July 2021
Interview date: w/c 2 August 2021