

Maintenance Volunteer

*Michelham Priory House & Gardens
Upper Dicker, nr Hailsham
BN27 3QS*

We are seeking volunteers with previous practical experience of undertaking one or more property management functions. With experience across one or more trades such as carpentry, plumbing, electricals, exterior decorator etc.

You will contribute to and deliver parts of the maintenance programme for the property and ensure that the property is maintained to a high standard. Including remedial works and regular routine maintenance

A good understanding of health and safety legislation is required and how these are applied to property maintenance plus a good understanding of property security.

You will help with preparing the property for events and functions e.g. erecting marquees, setting out chairs and tables, lighting and signage. And post-event tear-down.

You will help to implement Health and Safety measures across the property ensuring that the property is operated in a safe manner with respect to all users (visitors, staff, volunteers and contractors).

From time to time, you may be asked to conduct risk assessments and review procedures as necessary in consultation with co-volunteers.

Please note that some maintenance volunteer tasks might involve manual lifting and handling and may involve ongoing physical effort, working at heights, in confined spaces and exposure to chemical substances on occasions.

Key abilities and skills

- Good organisational ability in a busy work environment
- The ability to lead and motivate others
- Highly competent in range of practical maintenance tasks/disciplines
- Administrative skills and ability to use standard Microsoft office computer applications.

Beneficial qualifications

- Any relevant qualifications for example, maintenance, estates, facilities management, surveying or equivalent work experience.

- First Aid certificate (training provided)

Knowledge & experience

- Demonstrable experience of undertaking or supervising under contract a range of property maintenance functions preferably including historic buildings and/or Listed Buildings and Scheduled Ancient Monument compliance
- A good understanding of health and safety legislation, policies and procedures applied to operational property maintenance.
- A good understanding of property security

Personal attributes and behaviours

- Active and assertive
- Passionate
- Can-do attitude
- Engaged and engaging
- Responsible
- Alert
- Reliable and able to work unsupervised
- Professional manner
- Self-motivated
- Enthusiastic ambassador for the property
- Team player
- Flexible attitude to tasks including working at weekends as required

Hours and place of work

- Mostly daytime including some weekends (role dependent)
- Flexible hours to suit although some roles will have shifts of 4 to 6 hours
- All volunteering takes place at Michelham Priory, Upper Dicker, near Hailsham, East Sussex
- Own transport to Michelham would be an advantage

Benefits of volunteering with us

- Enjoy free admission to all Sussex Past heritage properties
- Receive 20% off purchases in our on-site gift shops
- Get your travel costs covered (within a 10-mile radius)
Refreshments while on duty
- Take advantage of special volunteer-only perks and discounted events year-round

- Training provided (where required)
- Free parking
- Discount off food and drink at on-site Blue Door Café