

JOB DESCRIPTION

Job Title: Site Maintenance Co-ordinator

Reporting to: LandWorks Project Director

LandWorks is a small, ground-breaking charity based in South Devon. We work with people in prison or at risk of going to prison to aid their resettlement into the community and employment.

You will be part of a small, dedicated team who deliver a range of rehabilitation and resettlement support to create positive life changes for people on placement at LandWorks. This important job role will ensure that the LandWorks site is well managed, providing operational support for the day-to-day running of LandWorks across all its enterprises, while also working with one or more trainees directly each day.

KEY RESPONSIBILITIES

1. Provide operational support for the day-to-day running of LandWorks across all enterprises (wood workshop, market garden, pottery)
2. Maintain the LandWorks site at Quarry Field
3. Organise supplies and deliveries onto and off the site
4. Maintain garden machinery
5. Work daily with one or more trainees helping to support their rehabilitation
6. Provide practical support to the market garden and other enterprises when required
7. Help look after the LandWorks field gate shop and maintain compost, logs and kindling sales
8. Work to enable the Project Director to meet financial targets and form budgets
9. Support the development of off-site project working
10. Communicate LandWorks' ethos, policies, Health & Safety practices, deadlines and sales targets to trainees
11. Monitor performance and keep the Project Director updated on trainees
12. Communicate risk and security and safeguarding issues to the Project Director in accordance with LandWorks' policies

GENERAL

1. Attend 8.00am team meeting and finish at 16.30pm
2. Attend and participate in 6-monthly reviews with the Project Director
3. Adhere to LandWorks' operational and work-based policies and procedures, including Governance, Health & Safety, Security, Risk, Confidentiality, Equality and Safeguarding
4. Cover for other members of the team as necessary and as requested by the Project Director
5. Be proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development
6. Attend and participate in team meetings and other meetings as required

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Skills, Knowledge and Abilities

1. An understanding of the challenges of working with offenders
2. Ability to work flexibly, with a positive attitude towards problem solving in an often-challenging environment
3. Ability to work as part of a team and to initiate and maintain effective working relationships with a range of people including customers, suppliers, the community, and other external agencies
4. Experience and knowledge of basic mechanics and construction skills
5. Interest in vegetable and poultry production
6. Valid driving licence
7. Ability to record and report work to a good standard
8. Time management skills and ability to prioritise
9. Ability to maintain personal and professional boundaries in accordance with the LandWorks terms of engagement
10. A person-centred approach particularly with the necessary social skills to initiate and maintain constructive and appropriate relations with trainees
11. Physically able to meet the demands of the job including operating heavy machinery and lifting materials

DESIRABLE REQUIREMENTS

1. It is desirable to have lived experience within the criminal justice system and/or experience of working with socially excluded people
2. Chainsaw licence
3. Health and safety qualification
4. First aid qualification

This position will require an Enhanced DBS check.