**Job description**

**Maintenance Officer, Loughborough Junction Action Group (LJAG)**

**Job title:** Maintenance Officer, LJAG.

**Hours per week:** 10 hours a week at Grove Adventure Playground and any additional hours required for maintenance work at The Platform Café and Loughborough Farm.

**Salary:** F/T equivalent, £32,000.

**Responsible to:** Project Leads @ Grove Adventure Playground, The Platform Café and Loughborough Farm.

**Contract:** Fixed term, (1 year), subject to renewal.

**Overall responsibility**

This is a practical and hands-on role, responsible for repairs, maintenance and inspections required for the general upkeep of the playground (10 hours a week), and the Cafe and Farm (as and when required). Any building/maintenance works which cannot be carried out by the Maintenance Officer to be costed out and presented to LJAG for fundraising/action. An enhanced DBS check is required for this role, and LJAG can make DBS applications.

**Summary of responsibilities and duties**

* Carry out repairs, maintenance, improvement works and inspections to ensure the general upkeep and maintenance of Grove Adventure Playground and other LJAG projects.
* Undertake routine inspections at Grove Adventure Playground including fixtures, fittings, play structures and grounds as well as health and safety checks including fire alarm testing, emergency light testing onsite safety security checks.
* Ensure compliance with regulations and legislative responsibilities associated with managing an adventure playground.
* Carry out preventative as well as planned/routine maintenance work across LJAG projects.
* Cost out all works to be carried out by external contractors.
* To be flexible and adaptable, to respond to other duties that may be required from time to time.

**General requirements**

* Adhere to LJAG’s guidelines, policies and procedures.
* Participate in performance management, training and learning and development activities as required.
* Take personal responsibility for safety as outlined in the Health and Safety at Work Act 1974.
* Comply with the requirements of the Equality Act 2010, Data Protection Act 1984 and the Computer Misuse Act 1990.

**Person Specification**

* Extensive experience of working in building repairs/maintenance, or with a trades or technical background and in building inspections.
* Planned and cyclical maintenance experience.
* Knowledge of Health & Safety good practice pertaining to adventure playgrounds/property.
* Knowledge of child safeguarding, child protection and health and safety regulations.
* Ability to work as a team member.
* Ability to plan and prioritise tasks.
* Ability to work under pressure.
* Awareness and understanding of racial and social justice.
* IT – able to use Microsoft Office competently specifically Excel, Word and Google Workspace.
* Reliable with good communication skills. **Nov 2022**