

JOB DESCRIPTION

JOB TITLE: Maintenance Worker/Gardener

LOCATION: The office base is Wellington House, 108 Beverley Road, Hull, HU3 1YA but maintenance and gardening duties will be undertaken at HEY Mind properties across Hull and East Yorkshire

PRIMARY SERVICE AREA: Housing Services

SALARY: £15,796 per annum pro rata (£8.21 per hour)

HOURS: 16 hours across the week. The post holder is required to work flexibly to meet the needs of the clients and organisation including some evenings, weekends and public holidays.

REPORTS TO: Team Leader

OVERALL PURPOSE OF THE JOB

To provide an efficient and effective maintenance and gardening service for Hull and East Yorkshire Mind's housing properties, ensuring a high standard of environmental safety and pleasant, well maintained, gardens.

Principal responsibilities

1. Perform gardening duties at the houses on a regular, agreed, basis to include:
 - care for and maintain the grassed areas, including grass cutting and collection of leaves
 - General care of flower beds, including planting and weeding
 - General maintenance of trees and hedges, identifying where external contractors are required to undertake work beyond your remit.
 - Clearance of pathways and external areas
 - Any duties, within reason, that will enhance the garden at the project
2. Perform maintenance duties at the houses (and our offices if required) both on an 'as and when' and regular basis to include:
 - Cleaning gutters
 - Minor repairs including, for example, fixing kitchen cupboards, replacing toilet seats, fitting curtain rails, hanging pictures, minor painting, changing light bulbs
 - Minor tasks which will be identified from time to time to maintain the standard of the house/office environment.
3. Ensure that communication with people who use our services is positive, non-judgmental and respectful whilst ensuring that professional boundaries are maintained at all times.
4. Plan your diary to ensure the best use of your time
5. Ensure that any concerns, eg for the safety of a client, health and safety issues at our properties, are communicated to appropriate colleagues without delay
6. Where appropriate work with colleagues to support residents to take part in communal gardening activities.
7. Liaise with support workers and property management assistants to report repairs and replacements and help manage the gardening maintenance schedule
8. Purchase equipment/materials as applicable, following organisational finance procedures and Health & Safety guidelines, which will involve money handling or raising purchase orders

9. Record information, eg in connection with maintenance issues, as directed
10. To identify maintenance or gardening tasks, in consultation with the property management assistant, which fall outside the remit of this post
11. Ensure that all work undertaken is compliant with Health and Safety requirements, eg using materials and equipment in accordance with supplier instructions, COSHH regulations and risk assessments.

NOTES

This job description is not intended to be exhaustive in every respect but rather to define the fundamental purpose, responsibilities and dimensions of the role.

In addition to the contents of this job description employees are expected to undertake any and all reasonable tasks allocated and identified by line management as being necessary for the proper performance of your role within the organisation and the overall business objectives of the organisation.

Our Values

Respect - Accepting all others, respecting their beliefs needs and wishes

Compassion – Being compassionate towards people and each other, promoting wellbeing for all

Safe - Delivering services with honesty, professionalism and accountability within a framework of an enterprising and sustainable business model

Overview of Hull and East Yorkshire Mind

Founded in 1976, we are a well-established charity with over 40 years' experience of delivering services to people with, or at risk of, mental health issues in Hull, the East Riding of Yorkshire and North East Lincolnshire. More recently we have also become a Housing Association.

Hull and East Yorkshire Mind is affiliated to the Mind network made up of over 130 charities across England and Wales delivering services, campaigning and giving a voice to people with mental health problems, their families, carers and community. Our vision is that we will not give up until everybody experiencing a mental health problem gets both support and respect.

We provide a range of services, including advice, counselling, group support, personal budgets and housing for adults, young people and children.

We have a motivated workforce of over 90 staff, with 100 active volunteers and a number of social work students on placement.

Person Specification

When we shortlist applications we do so based on the information you tell us. Try to give us as much evidence as possible to show where you meet the requirements of the role. This can include experience from outside of paid work such as volunteering or caring responsibilities.

Job Title: Maintenance Worker/Gardener		Created: August 2019	
Area	Criteria	Essential	Desirable
Key knowledge	An understanding of mental health and social issues	✓	
	Of the importance of maintaining appropriate professional boundaries with people who use our services	✓	
	Of Health & Safety, risk management, lone working and personal safety		✓
Relevant experience	Proven experience of working well on own initiative and as part of a team	✓	
	Of working in a similar role	✓	
	Of gardening, maintenance, minor repairs	✓	
Key competencies	Able to plan and prioritise own workload	✓	
	Ability to develop good working relationships with our clients where they feel respected.	✓	
	Clear written and verbal communication which suits the needs of the target audience	✓	
	Stays calm if under pressure and is able to ask for help	✓	
	Responds flexibly and positively to changing needs	✓	
	Demonstrable ability to apply practical problem solving and common sense to a variety of problems	✓	
	Has a non-judgmental approach and treats residents with compassion, dignity and respect	✓	
Additional requirements	Possession of a full current driving license with use of a motor vehicle for work purposes and prepared to travel across the region.	✓	
	Enthusiastic with a high degree of personal motivation	✓	
	Basic IT knowledge, eg able to use Microsoft Outlook calendars, send emails with a willingness to learn how to use other systems	✓	

Summary of Terms and Conditions

1. Probationary Period of Service

All new staff will undergo a probationary period which will generally be the first six months.

2. Disclosure and Barring Service (DBS)

It is a condition of employment that all staff have a DBS Disclosure at the appropriate level which will be paid for by Hull and East Yorkshire Mind.

3. Hours of Work

As per your contract of employment. All hours to be worked on a flexible basis to meet the needs of clients and the organisation. Staff who work more than six hours per day will take an unpaid lunch break of not less than 30 minutes.

4. Pay

No automatic annual increments are payable except for any cost of living increase which may be awarded to all employees at the absolute discretion of the Executive Committee.

5. Annual Holidays and Holiday Pay

The normal annual holiday entitlement with pay is 25 working days for full time staff and on a pro rata basis for staff working part time. In addition paid leave will be granted for all bank holidays (on a pro rata basis for part time staff) in each year.

6. Payments During Sickness/Injury

Staff who are absent from work for reasons of sickness, or injury sustained whilst carrying out their duties for Mind, will receive Statutory Sick Pay only in their probationary period and up to four weeks full Company Sick Pay in a 12 month period thereafter.

7. Pension Scheme

Under the Government pension regulations all eligible staff will be automatically enrolled into the Company Pension Scheme currently provided by Friend's Life. Staff will be in line with the minimum percentage of gross basic earnings set by the Government. The employer contribution will be 3% of gross basic earnings. Additionally staff who are either non eligible or not entitled, under the regulations, may join the scheme and the same contribution levels would apply.

8. Subsistence and Travelling Expenses

Subsistence and travelling expenses are paid at rates determined by Hull and East Yorkshire Mind. Staff who work from home will have the first 10 miles deducted from their daily mileage claim.

9. Trade Union Membership

Employees have the right to join or not to join a Trade Union.