



Job Description: Maintenance and Horticultural Assistant

Site: Church Knowle, Wareham, Dorset

Responsible to: Centre Manager

Main Purpose of the role

To undertake routine maintenance and repair tasks respective to animal enclosures and associated areas. To assist with the maintenance and development of our gardens and grounds with an emphasis of adopting wildlife friendly gardening practices.

- To support the animal department team with ensuring enclosures are maintained to a high standard in support of animal welfare needs and presentation.
- To assist with the development and maintenance of the centres gardens and grounds in a manner empathetic with wildlife conservation.
- To work with the Centre Manager in developing a routine enclosure maintenance plan.
- To deliver high standards of customer service across all stakeholders.
- To support and promote the work of the charity.
- To represent the charity in a professional and caring manner.

Essential Qualifications

- Full manual driving licence

Essential Experience

- Experience of undertaking routine maintenance tasks within an employed capacity
- Experience of horticultural practices and development

Desirable Qualifications

- An agricultural, horticultural or countryside management qualification
- Certificates for use of equipment relative to the role, e.g. strimmers, chainsaw, power tools and garden machinery etc.

Desirable Experience

- Experience of working with the development of animal enclosures and / or gardens

- Experience of working or volunteering at a visitor attraction
- Worked or volunteered within the charity sector

The person

The successful candidate will be a team player, friendly and approachable but with the ability to work on their own as part of a wider team. They will have excellent communication skills and demonstrate a professional and courteous approach to colleagues and members of the public.

With a resilient and positive outlook, they will be committed to the aims of Margaret Green Animal Rescue and demonstrate an empathy towards animals, with the ability to maintain resources to a high standard of presentation.

This job is physically demanding and all employees are required to maintain a suitable level of fitness to enable them to perform their job effectively.

Key accountabilities

- Work as directed by the Centre Manager or Centre Deputy Manager.
- Support other team members and volunteers as directed by the Manager/Deputy.
- Work directly with the animals on occasion for the better execution of the role and in support of the wider team.
- Work in accordance with Health and Safety and MGAR policies.
- Present a professional and friendly approach to customers and visitors.
- Assist with the promotion of the charity including fundraising events, publicity and educational activities.

Salary

£18,525 – £19,500 dependent on experience

Job Details

You will be required to work a 37.5 hour week over five days, to include some weekend days and bank holidays on a rotational basis. Due to the nature of the work, it may at times be necessary to exceed these hours when work load demands. Our normal working hours are 08.00 – 16.30.

This job description is not exhaustive.