



## Temporary Maintenance Assistant Role Description

While Nothe Fort is closed for the winter season we shall be working hard to on essential maintenance.

We are looking for **an experienced painter or builder** to join our hardworking maintenance team full time for 3 months to get the Fort ready for the new season.

<b>Location</b>	Nothe Fort, Barrack Rd, Weymouth, Dorset, DT4 8UF
<b>Job Purpose</b>	This role will be undertaking maintenance of Nothe Fort's fabric, grounds and contents on a planned programme of building maintenance and conservation improvements.
<b>Line manager</b>	Buildings Manager
<b>Hours</b>	<ul style="list-style-type: none"> <li>• This role is temporary for 3 months.</li> <li>• It is a full-time position - 37.5 hours per week (30 mins unpaid break)</li> <li>• 8am – 4pm Monday to Friday.</li> </ul>
<b>Wage</b>	£13 per hour
<b>Main responsibilities of the role</b>	
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• To carry out day-to-day maintenance (including painting and sanding of floors) and repairs of the Fort's fabric, grounds (including mowing) and contents.</li> <li>• To support the events team with construction of temporary structures for events</li> <li>• To help ensure the premises are clean and tidy.</li> </ul>
<b>Health and safety</b>	To ensure the health and safety of own working practices and those of own work team.
<b>Repairs and building improvements</b>	To assist in carrying out a planned programme of maintenance and improvement, working with the maintenance team and volunteers and outside contractors when required.

<b>Working with volunteers</b>	<ul style="list-style-type: none"> <li>• To work with teams of volunteers, working to an agreed programme</li> <li>• To ensure that work parties of volunteers have adequate materials and PPE and instructions for the work they are carrying out.</li> </ul>
<b>Additional</b>	<ul style="list-style-type: none"> <li>• To carry out portering activities (eg. setting up for events)</li> <li>• To undertake any other duties as reasonably required.</li> </ul>
<b>Date last reviewed</b>	December 2024
<b>Equal opportunities</b>	Weymouth Civic Society is an equal opportunities employer and welcomes employees from all sections of the community.

Please send your CV and a short covering letter to [building.manager@nothefort.org.uk](mailto:building.manager@nothefort.org.uk)

Deadline: **10am, Monday 13th January 2025**

Interviews: **Wednesday 15th January 2025**

Start Date: **Monday 20<sup>th</sup> January 2025**

If you have any questions, please do not hesitate to contact Garth for a chat on [01305 766626](tel:01305766626)