

Job Opportunity: Wolves Lane Site Maintenance Coordinator

Wolves Lane Centre in Haringey is the former council-run plant nursery and garden centre that has been run by a consortium of community organisations and volunteers since 2017. Our aim is to develop a thriving centre for growing and distributing wholesome food and a space for the local food economy to develop through education, enterprise and events, making good food accessible to all and building a healthier, more sustainable food culture in the area. This is an exciting time for Wolves Lane as we plan for major construction and refurbishment works in the near future.

We're now looking for someone to lead on managing the maintenance of site facilities, a role which involves everything from DIY repairs and supporting volunteer-led maintenance, to ensuring health and safety procedures are implemented, identifying more substantial refurbishment/repair needs and organising appropriate contractors to complete professional tasks as required.

You must be a practical 'hands on' person with experience in one or more aspects of landscape or building management and food growing infrastructure work, with an ability to get things done in a complex environment. You will also need excellent interpersonal skills to interact with others on site including growers, volunteers (some of whom have complex needs) and the Projects and Cooking Coordinators plus the Consortium organisations Ubele, Crop Drop and Organiclea who have overall stewardship of the site.

Hours: 14 hours per week, flexi time but ideally on site some Tuesdays and Wednesdays, and willing to do occasional weekend work.

Responsible to: Wolves Lane Consortium Board

Salary: £27,300 pro rata (based on 35 hour week)

Initial 1 year contract, with intention to continue subject to income generation and funding

We particularly welcome applications from people with disabilities, people from BAME communities, people from LGBTQIA+ communities and people without university degrees.

How to apply

Please read the role description and person specification below and let us know how you think your skills and experience will help you carry out this role. You can write us a letter or send a video, and also attach a CV or statement of your work/volunteer history, outlining the successful maintenance projects you have previously undertaken. Please make it very clear which role you are applying for, as we have several posts in recruitment.

Please also complete the attached equalities monitoring form (which will be kept separate from your application)

Please send to jobs@wolveslane.org (and use this email for any questions)

Closing date for applications: 5pm on Tuesday 25 August

Interviews to be held on: Tuesday 1 September. We are planning to hold interviews in person at Wolves Lane, with appropriate distancing measures.

Role Description

The Wolves Lane Maintenance Worker will coordinate the maintenance of the site's soft and hard landscaping, manage the upkeep of the buildings, glasshouses and associated tools and infrastructure, and ensure the site operates safely for the various activities that take place there.

- Produce a long-term site maintenance schedule and budget, in conjunction with volunteers, Project Coordinators and Consortium members. This will include glasshouse repairs and maintenance, tree, weed and bush management (with an awareness of biodiversity needs) and refuse management
- Establish routines and procedures to ensure the buildings and glasshouses, its interior and exterior, are kept clean, tidy and in a good state of repair
- Work with the volunteer group including empowering them to lead site maintenance volunteer tasks, and implementing systems for planning and recording site maintenance tasks
- Develop priority list of repair and refurbishment works needed to be agreed with the Consortium and continually update as needs arise
- Organise appropriate volunteers or contractors for the works identified as priority to be carried out within agreed budget

- Ensure Health & Safety, hygiene, fire action plan and risk assessments are up to date and implemented
- Develop and maintain a Wolves Lane operations manual including main maintenance tasks with up to date lists of contractors for all aspects of the site eg electricians, glaziers

- Act as a point of contact for site users to report resource management and maintenance issues, and for matters such as meter readings for utilities, pest control, fire brigade, refuse collection, recycling, wifi
- Set up a fast-response system to address any arising infrastructure issues/emergencies and be on call (within reason) either to attend the site or give advice over the phone as appropriate
- Work with colleagues to ensure all policies and procedures relevant for the site are in place and up to date

- Provide information for grant monitoring and evaluation as needed by co-workers
- Participate in necessary meetings that support work planning and longer term site developments
- Be involved in future development of traineeship and work placement roles relating to this post's responsibilities, acting as mentor for these roles

- Carry out inductions for site users on site procedures, and safe use of tools and machinery where relevant
- Work with colleagues to develop and implement systems for management of external site hires and other activities such as market days

Person specification

Knowledge and experience:

Essential

- Experience of project coordination and budget management, especially relating to building and maintenance work
- Experience of working with diverse volunteers and in diverse communities
- Experience of maintaining a multi-use public space
- Basic knowledge of building and landscape maintenance
- Experience of setting up and ongoing management of basic administrative systems

Desirable

- Knowledge of plumbing and electrics (for water pumps), and carpentry skills
- Basic knowledge of horticultural infrastructure including irrigation and glasshouse ventilation systems, tools and machinery
- Experience of managing or participating in the delivery of building refurbishment projects

Skills and abilities:

- A 'can do' attitude and skill in fixing, mending, problem solving
- Comfortable working at height
- Ability to enthuse and educate volunteers, giving a clear vision, involving them in decisions affecting their work and treating them with courtesy
- Ability to convey information clearly, appropriately, accurately and persuasively through speech and/or in writing
- Strong organisational skills and ability to prioritise work
- Ability to think creatively and spot opportunities and realise them
- Ability to work under own initiative and as part of a team
- Computer literacy, working knowledge of tools needed to manage the site such as strimmers, chain saws

Commitment:

- Commitment and understanding of the role that volunteering can play as part of community empowerment within diverse urban communities
- Willingness to work outdoors throughout the year and to enable others to do the same
- Commitment to working collaboratively within a consortium of different partner organisations, including participation in meetings which may take place outside normal working hours