



**NORFOLK WILDLIFE TRUST**  
**POST: Multi Skilled Maintenance Operative**

**The Post of Multi Skilled Maintenance Operative**

This post will be based out of the Trust's headquarters in Thorpe Road, Norwich however travel across Norfolk will be an almost daily occurrence. The post will be based within the Estates and Facilities team, with supportive works across other aspects of the Trust including Nature Reserves and Visitor Centres. The post is line managed by the Trust's Estates & Facilities Manager.

The role will aid the Estates and Facilities Manager with the professional management and supportive running of the Trust's owned estate including residential properties and commercial property holdings, Visitor Centres, workshops, office spaces, welfare facilities, Trust Headquarters, Nature Reserves and other wildlife and heritage sites. Regular support to the Trusts Operations Manager and Visitor Centre Manager in respect of maintenance in their areas of responsibility will also form a large part of the role. The ability to form key working relationships with NWT staff, team and external contractors will be essential. Regular contractor liaison and monitoring will form part of the role and require an aptitude for effective communication.

The post will hold responsibilities to carry out routine works and inspections relating to the Trusts planned preventative maintenance schedule and compliance, with the ability to react and respond at short notice to any unexpected maintenance issues or emergencies across the Trusts built estate.

You will have proven experience of delivering maintenance work, both planned and unplanned and hold appropriate skilled qualifications. You will have proficient IT skills (MS Word, Excel, Outlook etc) and demonstrate a keen interest in wildlife and the work of NWT. A current driving licence is essential.

**A more detailed job description is attached for further information and to assist you with your application. You may also wish to visit our website at [www.norfolkwildlifetrust.org.uk](http://www.norfolkwildlifetrust.org.uk) for more information about NWT.**

This is a full time, permanent role. NWT will offer a salary ranging from £23,442 to £27,000 per annum, dependant on experience, plus, a works van for business usage.

The role will be 35 hours per week, Monday to Friday with working hours of 8.30am to 4.30pm, with an hour unpaid lunch break. Due to the nature of the role, some flexibility will be possible in respect of start and finish times.

Annual leave starts at 25 days pro rata (which is inclusive of 3 days office closure at Christmas) paid holiday per annum in addition to statutory holidays. The annual holiday allowance is increased by an additional one day per year for each year up to a maximum of 30 days in total.

### **Application Procedure**

Candidates should apply by sending a copy of their CV, giving full details of education, employment and experience. Please also supply details of two referees. You should also include a statement of application outlining why you consider yourself suitable for the post and what particular experience, skills and attributes you have which will enable you to fulfil the requirements of the job. It would help the selection panel if you refer to the duties and requirements of the job description enclosed in framing your statement.

**Completed applications should be marked 'Private and Confidential' and e-mailed to [recruitment@norfolkwildlifetrust.org.uk](mailto:recruitment@norfolkwildlifetrust.org.uk) or be posted to Recruitment Applications, Norfolk Wildlife Trust, Bewick House, 22 Thorpe Road, Norwich, NR1 1RY.**

The closing date for receipt of applications is 9am Friday 11<sup>th</sup> October 2024. Applications received after that date will not be considered.

Interviews are likely to take place at Bewick House the week commencing 21<sup>st</sup> October 2024.

We regret that we are unable to reply to all applicants due to the quantity of correspondence. We will only contact you if you have been selected for an interview. If you have not heard again from us by 18<sup>th</sup> October 2024 you should assume your application has not been successful on this occasion.

Thank you for your interest in the Trust, good luck with your application.

**Norfolk Wildlife Trust  
September 2024**