

Role Profile

Job title	Housekeeping Assistant
Reporting to	Facilities Manager
Has reporting	None
Starting Salary	£10.90 per hour (£19,838-£22,352 per annum)
Duration	Permanent contract- 35 hours per week, annualised hours
Location	Dundreggan Rewilding Centre, Dundreggan

Trees for life

Trees for Life’s vision is to rewild the Scottish Highlands by enabling the restoration of the globally unique Caledonian Forest which once covered much of Scotland. Integral to success is the involvement of thousands of people who help us to rewild the Scottish Highlands. Our mission is for a revitalised wild forest in the Highlands of Scotland, providing space for wildlife to roam and communities to thrive.

Dundreggan

Dundreggan is a 10,000-acre estate in Glenmoriston between Loch Ness and Skye. Since 2008, the estate has been transformed into one of the best examples of forest restoration in Scotland. It includes a ground-breaking tree nursery and is where many volunteers come to take part in rewilding projects.

Dundreggan Rewilding Centre

A Rewilding Centre is being developed at Dundreggan. It will include an innovative visitor experience and education centre, including a café, events and educational facilities. The Rewilding Centre will be an inspiring location where visitors of all ages, interests and backgrounds can explore the natural, Gaelic and cultural heritage of the Highlands and be inspired and educated about rewilding and the restoration of the Caledonian Forest.

Values

Our values are at the core of our mission to rewild the Scottish Highlands, informing decisions large and small from the day-to-day running of our office to major conservation projects. We have shared these values so that our supporters, volunteers and partners can gain a deeper understanding of what drives Trees for Life.

We are groundbreaking

We are an ambitious charity with a big mission. For over 25 years we have sought to bring innovation to conservation, and we continue to strive for new and ground-breaking ways to rewild the Scottish Highlands.

We are collaborative

We are an open, friendly and cooperative organisation. We welcome and encourage collaborative working with other organisations, landowners and the wider community. We believe we can always achieve more through teamwork.

We are pragmatic

We seek prudent, sustainable solutions in everything we do. We are always mindful of our duty to our supporters, our volunteers, our staff and above all to Scotland's wild forest. Seeking a pragmatic approach safeguards our organisation and the work we undertake.

Overall Purpose of the Job

To provide a clean and safe environment for visitors to experience in all areas of the Rewilding Centre and Accommodation. This is an essential role requiring high standards of work and presentation.

Key responsibilities

- Cleaning all areas of the Rewilding Centre and Accommodation block in line with housekeeping schedule (excluding Rewilding Centre main kitchen).
- Replenishing paper towels, toilet rolls, soap and sanitisers in all toilets.
- Emptying waste bins and ensuring they are disposed of correctly across the whole centre and in line with relevant legislation.
- Cleaning all fixtures and fittings as per the housekeeping schedule.
- Cleaning all rooms after use and ready for the next group as per timetabled activities.
- Bedroom changeovers as per schedule - cleaning, bed linen, towels.
- Communicating to the facilities manager when cleaning consumables are to be reordered to ensure supplies are constant.
- Reporting maintenance work to the appropriate post.

Person Specification

- Hardworking with a high level of attention to detail which is constant.
- Able to work alone, unsupervised and with minimal inconvenience to customers.
- Excellent time management skills and the ability to organise and prioritise tasks.
- Versatile in their approach to problem solving.
- Friendly, honest and approachable.

Knowledge & Experience

- Experience in handling chemicals, and/or in other housekeeping roles (full training will be provided).
- Experience in the tourism or hospitality sector is desirable.
- Performing routine and maintenance inspections in accordance with regulations.

Personal Attributes

- Must be committed to the ethos and values of Trees for Life
- Ability to work with complete discretion.
- A reasonable level of physical fitness is required.
- Team player with the willingness to contribute to the success of Trees for Life and our aims.
- Enthusiasm to develop your skills and knowledge.
- Adaptability to change and willingness to embrace new ideas and processes.

Working conditions/ Special demands

- The role will require rota working along with weekends and bank holidays.
- Due to the location of the Centre, a full and valid driving licence is essential.