

THE IVEAGH TRUST



Caretaker

Job Description | Ref CT0222-002
January 2022

The Iveagh Trust is the oldest provider of social housing in Ireland, building sustainable communities since 1890.

Today, the Trust provides c. 1,600 homes across Dublin, offering a range of housing options including general needs housing for families, supported housing for older people and accommodation for men experiencing homelessness at the Iveagh Hostel.

The Trust now wishes to add to our Caretaker Team by recruiting the following positions:

1. Full Time Permanent Caretaker for our Northside Estates which are based in Swords and Clongriffin areas.
2. Part Time Caretaker for our expanding Southside Estates (Adamstown; Leopardstown; Chapelizod; Rathmines).

It will be a distinct advantage for applicants to be based geographically close to our Estates for efficiency, planning and response purposes.

Position	Caretaker
Reference	CT0222-002
Location	Multi-Site
Reporting to	Estate Manager/Deputy Estate Manager
Hours	<ul style="list-style-type: none"> • Full Time 39 Hours per week • Part Time 20 hours per week <p>As our service operates 7 days a week, all caretaker rosters include working alternate weekends and some bank holidays on a rota basis – day off during the week is assigned to balance the weekend working.</p> <p>Reasonable flexibility for additional hours to assist when needed is also standard requirement and practice.</p>
Contract	Permanent
Travel/Driving	<p>The post requires use of a car for business purposes. The applicant must have a full clean driver's license and appropriate insurance. Mileage allowance operates.</p> <p>You may also have to drive one of the Iveagh Trust vehicles when required to transport equipment etc.</p> <p>All Estate staff are flexible to provide cover on other Iveagh Trust estates when necessary.</p>
Probationary Period	6 months
Staff Benefits	<p>The Iveagh Trust offers excellent terms and conditions of employment:</p> <ul style="list-style-type: none"> • Mileage – Mileage allowance will be paid in respect of all car mileage on Trust business at a fixed rate. • Annual Leave – 22 days – increasing after three years+ service to a maximum of 25 days. • Pension – Very generous Defined Contribution Pension Scheme with employer contributions of up to 15% (when matching an employee contribution of 10%), lower contribution options are also available. • Death in Service Cover. • Full Employee Assistance Programme for you and your family. • Group Health Insurance Scheme providing discount to employees.

	<ul style="list-style-type: none"> • Generous and supportive sick pay scheme. • Full induction and ongoing training and development opportunities.
Skills and Experience	<ul style="list-style-type: none"> • Experience dealing with people in a residential or customer facing role. • Good organisational skills. • Ability to deal with Residents' concerns in a sensitive and pragmatic way. • Practical, good at DIY and general basic household repairs. • Experience with record-keeping and basic report writing. • Basic level of Computer literacy – email and tablet/smart phone apps. • Full clean driving licence and ability to attend multi-site as needed. • Work out of doors in all weathers with suitable PPE clothing provided by The Iveagh Trust.
Desirable	<ul style="list-style-type: none"> • Qualified / part qualified tradesman or experience as a 'handyman' is a distinct advantage. • Experience of working in Residential Setting or related environment. • Current or previous experience working or volunteering in Housing, and/or homeless related services.
Attributes/ attitudes	<ul style="list-style-type: none"> • A positive, creative and focused approach to targets and outcomes for staff and residents. • A high level of professionalism, commitment to the job and a 'solution focus'. • A positive, team-oriented spirit. • Excellent communication and interpersonal skills. • Capacity to work independently, taking a lead on key items of work using your own initiative. • Commitment to the highest standards of excellence in resident services and health and safety.
Principal tasks & responsibilities	<ul style="list-style-type: none"> • As a face of The Iveagh Trust ensure you are at all times professional, well presented and in the correct uniform & PPE while on duty. • Be of general assistance to Residents with regard to concerns and Iveagh Trust requirements. • Collaborate, comply with and assist other departments in the Iveagh Trust to perform their roles out on the Estates, e.g. Building Officer and Safety Officer. • Keep the communal areas of the estate, both internal and external, clean, tidy and safe. Have a good balance of work, between the appearance of the estate and tenant interaction. Appearance of estates is highly important as is the wellbeing of tenants. • Take out and put in communal bins, ensuring that all bins and bin areas are kept clean. • General Gardening including weeding and cutting of grass. • Carry out minor repair and maintenance work, including handles & restrictors on doors, cleaning drains, downpipes and manholes, as directed. • Report repair and maintenance requirements promptly. • Provide reports to the Management on incidents occurring on the estate including emergencies, disrepair, anti-social behaviour or unusual incidents and treat all such incidents in strict confidence. • Carry out visual inspections & reports on fire extinguishers, lifts, smoke vents etc. • Respond to estate/resident emergencies, e.g. fire, flood, lift breakdown etc. • Ensure appropriate health and safety procedures are maintained and adhered to at all times. • Liaise with external contractors and visitors to the estate as needed/directed.

	<ul style="list-style-type: none">• Other duties as directed by Estate Manager / Deputy Estate Manager
	<p>Applications must include the job reference code: CT0222-002</p> <p>Please send an up-to-date CV detailing your experience and relevant accomplishments, together with an email/letter outlining the following:</p> <ol style="list-style-type: none">1. Why are you interested in this role/job?2. Why would you like to work for The Iveagh Trust? <p>By email to hr@theiveaghtrust.ie or by post to:</p> <p>Mary Quaid The Iveagh Trust Bull Alley Street Dublin 8</p> <p>Closing date is: 4pm on 11/Feb/2022.</p> <p>Shortlisting of applications for interview will commence before the closing date therefore if you are interested in this opportunity, please apply early.</p> <p>The Iveagh Trust is an Equal Opportunities Employer.</p>