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|  | **HIGH LIFE HIGHLAND**  **JOB DESCRIPTION** |

**JOB TITLE**: Craft Skills Maintenance Worker

**SALARY**: £23,587 - £25,953

**LOCATION:** Highland Folk Museum

**HOMEWORKING:** This post is not suitable for home working

**RESPONSIBLE TO:** Curator (Large Objects)

**JOB PURPOSE:** Assist Craft Supervisor with maintenance and construction of historic buildings.

**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

1. Carrying out the day to day maintenance and repair of historic structures
2. Working with museum technician on a range of general maintenance activities
3. Assisting with day to day maintenance and repair of related historic and operational equipment e.g. water wheel, pumping equipment
4. Developing practices of traditional skills e.g. thatching, dry stone walling, timber framing and other traditional building skills as required
5. Assisting with acquisition of traditional skills and building materials e.g. broom, heather, stone, timber etc
6. Undertake relevant training e.g. chainsaw certificate; 1st aid; abrasive wheel; etc.
7. Following Health and Safety procedures and ensuring a safe working environment
8. Assisting with and updating Risk assessments
9. Driving Museum works vehicle
10. Carrying out porterage and hand person duties which on occasion will involve heavy lifting
11. Taking part in craft skills demonstrations and informal training
12. Support the work of volunteers

**Other Duties:**

You may be required to perform duties, appropriate to the post, other than thosegiven in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

**Date:** July 2024

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|  | **HIGH LIFE HIGHLAND**  **PERSON SPECIFICATION** |

**JOB TITLE:** Craft Skills Maintenance Worker

**LOCATION:** Highland Folk Museum

**ESSENTIAL ATTRIBUTES:**

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following: -

1. **EXPERIENCE**

* General building work and traditional craft skills e.g. Thatching/timber framing/dry stone walling/general woodworking/joinery

1. **EDUCATION AND QUALIFICATIONS**

* Good general standard of education. Willingness to undertake job specific training

1. **SKILLS/ATTRIBUTES GENERAL**

* Willingness to learn to write Risk Assessments and operate the established Health and Safety procedures related to relevant areas of work
* Contribute to Method Statements
* Driving Licence

1. **SKILLS/ABILITIES SPECIFIC TO THE POST**

**-** Ability to work with a variety of materials and tools (manual and power)

- Prepared to learn traditional craft skills e.g. thatching, turf working

- Prepared to learn building skills (general and basic joinery)

- Mechanical (basic)

1. **INTERPERSONAL AND SOCIAL SKILLS**

* Flexible approach to work routines
* Able to work as member of a team
* Excellent communication skills
* Confident communicator with members of public
* Able to manage own work time

*High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.*