

Caretaker / Campus Steward Role at the New Economy Centre

- 20 hours a week / 0.6 FTE
- £10,200 - £12,000 pro rata including accommodation (£24,000 - £27,000 FTE)
- Starting September 2022
- 6 months fixed term, cover period, with potential for a permanent contract

The New Economy Centre at Selgars Mill is a training campus and events venue in Mid Devon set up by [Stir to Action](#). The Centre's primary function is to serve as a space for individuals and organisations to build the democratic economy, through courses and events.

This is an interesting and varied caretaking and stewardship role: to care for Selgars Mill at a time of transition. The centre will perform a vital function as a place of learning, as society transitions to a post-carbon, democratic world. The mill is a beautiful and inspiring place, its buildings and grounds need constant care, and visitors need to be warm and safe. Your responsibility is to make sure the mill functions either through your own handiwork, or by coordinating the right people to do it.

Because of this transition period, we're offering this as a cover role on a six month fixed term contract, with an opportunity to extend.

The Role

This role holds responsibility for maintaining the building's infrastructure and the grounds at Selgars Mill. You will:

- Identify and carry out all general routine maintenance requirements on campus. Monitoring, maintaining and repairing where possible:
 - Plumbing systems
 - Heating systems, including ordering woodchip, clearing ash, and arranging servicing.
 - Electrics
 - Grounds, including lawn mowing and basic tree maintenance
 - And keeping buildings in good repair, including painting and decorating.
- Book and manage contractors, where work cannot be done in-house (eg. qualified electrician required)
- Managing health & safety and compliance (eg. weekly/monthly testing and servicing of fire systems, etc)
- Ensure planned preventative maintenance is undertaken and completed as per work schedule requests
- Ensure the workshop area is kept clean and tidy
- Carry out other duties that may reasonably be required

- Support event production, including logistics such as recycling, compost and refuse collection
- On occasion, take on a duty manager role to oversee bookings on site, holding responsibility for
 - managing the accommodation facilities, e.g. guest arrivals/departures, laundry management, cleaning, room changeover, and being on-call for resident emergencies.
 - overseeing the housekeeping and cleaners and making sure that the accommodation is presented at a high standard
 - communicating with guests via online booking platforms
 - campus security and ensuring that rules are followed by guests

Essential

- Have experience within a similar role.
- Basic maintenance skills.
- Good understanding of Health and Safety and compliance.
- Work cooperatively and proactively as part of a small team.
- Work unsupervised and take responsibility for the completion of tasks.
- Prioritise work tasks based on business needs.
- Be adaptable and flexible in approach to work when required.
- Remain calm under pressure.
- Understand and support the work of the New Economy Centre and Stir to Action.
- Excellent problem solving skills

Desirable

- Have own tools
- Basic plumbing skills

Employment Details

As a live-in estates role you will be on-call 24/7 for emergencies, fire alarms, managing late night sound issues or late arrivals. Additionally, you will be required to act as duty manager at least one weekend a month, to cover holidays of other staff.

We will consider applications from those not wishing to live on-campus, but you must live a short distance from the campus.

We're offering a fixed term position for six months in the first instance with the prospect of continuing on a permanent contract.

Employee benefits include personal shared use of the on-campus facilities including garden and vegetable garden, woodland, and barns.

You will report to the managing director and attend regular team meetings. Although we are currently a small team we align with [sociocratic principles in the workplace](#).

Accommodation

Accommodation is included with the role. You will have a private bedroom in a cottage on-campus, shared bathroom facilities (shared with one other room), access to other social spaces including kitchen, and living room. Also included: council tax, utilities, proportional personal use of accommodation for friends and family (when not in use by the business). The salary advertised is FTE with a deduction of £350 a month for the above.

We will consider applications from those not wishing to live on-campus, but you must live a short distance from the campus.

If you begin the role in September, you would likely stay in the Waggon initially, then move to the cottage in October.

We have a full-site vegetarian policy which also applies to staff.

Holidays

5.6 weeks of annual leave pro rata, including bank holidays.

Due to the nature of the role, holidays will need to be booked well in advance to arrange staff replacement.

Membership

The successful applicant(s) will begin a six month probationary period, followed by a six month probationary membership journey after which you may be invited to join the New Economy Centre as a member/owner of the business, subject to the satisfactory fulfilment of the role.

A member has democratic control within the business (one member, one vote) and is eligible to become a director.

Potential for microbusiness - expression of interest

We welcome proposals to set up a microbusiness / startup using spaces on the campus, alongside your paid role. There is growing space, a workshop and woodlands that may be part of your proposal.

There is growing space available in the vegetable garden at the mill. The garden has a very high exterior fence/hedge, extensive raised beds and a syphon for watering from the millpond. We would like for residents and guests to be able to access the garden, but the terms of access (eg. weekly open days, volunteer days, use as

educational space only) can be negotiated depending on the nature of the microbusiness.

The woodland was planted around 30 years ago and has only been very lightly managed. The workshop is small but generally a good space to work in for woodworking and crafts.

The microbusiness would have to be in line with the New Economy Centre values, and would ideally form a part of the wider mission to showcase and/or develop the new economy. Please get in touch to discuss this with adam@stirtoaction.co.uk (off-campus director) or debbie@selgarsmill.co.uk (on-campus staff).



Applying for the role

Please send a CV and covering letter to adam@stirtoaction.com no later than 7 August 2022 (This deadline has been extended and was originally 24 July). Interviews will be held week commencing 8 August. The role is due to start 5 September 2022, though we can be flexible on the start date for the right candidate. We reserve the right to close applications early if we find the right candidate.

We strongly advise getting in touch to discuss accommodation, and welcome visits to the campus. Arrange a visit: **07399 003557 / hello@selgarsmill.co.uk**.