



Caretaker (Temporary) Recruitment Pack

Job Advert

Full Time Caretaker (initial 3-month contract)
Notts Recovery Collective – Mansfield
Start date TBC – Sep/Oct

Notts Recovery Collective is looking for a reliable and practical individual to support the safe running of our recovery hub at St John's Street, Mansfield during a 3-month interim period.

Role: Caretaker (Full Time, Temporary)

Hours: 37 hours per week – Monday to Friday

Contract: initial 3 Months Fixed term (Job share possible)

Salary: £23,492.04

Location: St John's Street, Mansfield

Key responsibilities include:

- Opening and closing the building for peer-led recovery groups and activities
- Ensuring the building is safe, clean, and welcoming for service users and volunteers
- Carrying out basic caretaking and health & safety checks
- Being a point of contact for volunteers/ Collective members regarding facilities use
- Supporting compliance with fire, security, and safeguarding procedures (full training provided)

We are looking for someone who is:

- Dependable, practical, and well-organised
- Able to communicate well with volunteers and Collective members
- Willing to learn (no prior specialist experience required – full training will be given)

This is an opportunity to support a vital community project during an important stage of development.

👉 To apply, please send your CV and a short cover note explaining why you think you are suited to this post to stephenyoudell@doubleimpact.org.uk

Job Description

Post Title: Caretaker

Location: St John's Street, Mansfield

Responsible to: Business Development Manager / Project Lead

Contract: Initial 3 months contract (Job share possible)

Hours: 37 hours per week

Salary: £23,492.04

Start Date: Start date TBC – Sep/Oct

Purpose of Role

To support the safe and effective use of the St John's Street building during an interim period, enabling peer-led recovery activities to continue to run smoothly.

Main Duties and Responsibilities

- Open and close the building for scheduled activities and groups.
- Ensure rooms are set up appropriately and left clean and tidy after use.
- Carry out regular building checks (fire exits, security, heating/lighting, cleanliness).
- Act as a friendly and supportive presence for staff, volunteers and Collective (project) members using the building.
- Signpost visitors/ enquiries/ members to other local services as appropriate
- Report any issues with the building or facilities to the management team.
- Support compliance with fire safety, security, safeguarding, and data protection policies (training provided).
- Maintain keys and security codes responsibly.
- Undertake any light caretaking tasks as required (e.g., moving chairs/tables, basic cleaning).

Person Specification

Essential:

- Reliability and punctuality
- Good communication and interpersonal skills
- Ability to use initiative and take responsibility
- Willingness to work flexibly (some evenings required)

Desirable:

- Previous experience in caretaking, facilities, or community support roles
- Basic knowledge of health & safety or willingness to learn
- Knowledge of local services/community

Support & Training

- Full induction and training will be given (i.e. fire safety, building security, safeguarding, basic health & safety).
- Regular check-ins with senior staff and volunteers.

Additional Information

- This is a fixed-term role for 3 months initial
- The role is subject to references and DBS checks.