

Role Description

Role Title:	Lighthouse Caretaker
Office Location:	The Lighthouse, 8-10 High Street, Woking, Surrey GU21 6BG
Days and Hours of Work:	8 hours per week (2 hours per day, Monday – Thursday pm)
Reporting to:	Lighthouse Centre Manager
Salary	£22,000 FTE pa (to be pro rata)
Leave	45 hours per annum

Role Overview

'The Lighthouse' is part of Emmaus Transformation Trust. Lighthouses are physical spaces of varying sizes in local communities, filled with kindness, belief, and hope. They are living expressions of love in action, vibrant hubs that host a range of creative projects to support, encourage, and empower those who find themselves on the margins. The projects based in The Lighthouses continue to grow and develop organically, alongside our vision to multiply these centres.

We are recruiting for a new role of 'Lighthouse Caretaker', to help maintain the Woking Town Centre Lighthouse as an excellent environment for the benefit and flourishing of our volunteers and guests. This role will have considerable variety, depending on what's happening that day, and therefore requires adaptability and flexibility.

Role Responsibilities

The key responsibilities of the role are to:

1. Resolving a large variety of practical tasks, to ensure the Lighthouse Woking environment remains safe, clean, orderly, and welcoming daily.
2. Undertaking organisational and cleaning tasks after the morning session, to ensure that spaces are set up for the projects running the next day.
3. Ensuring routine fire safety and building related health and safety activities are carried out and resulting actions completed.
4. Overseeing and maintaining consumable stock levels (WC related, cleaning products, light bulbs, batteries etc).
5. Communicating with the Centre Manager, wider cleaning staff and building contractors to ensure all essential building tasks are resolved effectively.
6. Helping to move stock, equipment, or donations, or clearing the building of unwanted items.

The Individual – skills, experience, attitudes

- Passion to care for the building, ensuring that it is a welcoming, safe, and uplifting place for everyone who enters.
- Confidence to take initiative, be resourceful and take decisions to undertake a variety of practical tasks given or observed.
- Practical, strong, organised, and efficient, with excellent attention to detail.

- Adaptable, flexible, and resourceful, willing to do what needs to be done in the moment given the nature of the projects undertaken in the building.
- Ability to hold a variety of responsibilities at the same time, and to prioritise effectively.
- Empathy with and ability to model The Lighthouse values, which include compassion, dignity, acceptance, and a love for all.
- Servant hearted, gets satisfaction from helping others.