



Job Description

Caretaker

Closing date: Friday 26 June 2026 | 12pm

Location: Lorne Estate Outdoor Adventure Centre

Hours: 25 - 35 hours

Responsible to: Centre Manager

Pay Scale: £13.45 per hour

To support the Centre Manager and other operational staff, to ensure the smooth running of Lorne Estate for the purposes of hosting customers for activities, training and residential.

Tasks & Responsibilities

Set up

- Responsible for set-up and clearing of rooms for trainings, conferences, activities, sessions and programmes.
- Ensure that accommodation, meeting, and training spaces are consistently presented to a high standard and are properly arranged for visiting groups, events, and activities.
- Oversee inventories for each building across the Estate, ensuring adequate equipment, including AV equipment, water jugs, tablecloths etc for customer bookings.
- Assist in setting up outdoor spaces for activities, camps, and seasonal events (e.g. tents, shelters, signage).

Maintenance

- Work alongside the maintenance team to support the maintenance of outdoor communal areas, including patios, entrances, and walkways, ensuring they are safe and free of debris.
- Report maintenance issues, safety hazards, or damage to the Centre Manager.
- Assist with the recording of fire alarm weekly testing and other recording as required.
- Assist with the upkeep of the grounds during the camping season.
- Undertake minor maintenance and repair work as required.

Health & Safety

- Follow all health and safety regulations, including the safe use of cleaning chemicals.
- Ensure safe storage and handling of cleaning tools and equipment.
- Comply with site policies regarding environmental sustainability and waste management.

Tasks & Responsibilities

Cleaning

- Work alongside the Cleaning Team to maintain the cleanliness, safety, and readiness of all buildings and activity areas within the Outdoor Activity Centre.
- When required, perform cleaning duties across all indoor facilities.
- Replenish supplies such as soap, paper towels, and toilet tissue in all washrooms and shared facilities, as required.
- Empty waste and recycling bins regularly and ensure appropriate disposal of rubbish, in particular, throughout the offices and at the smoking area.

Other

- Participate in regular training and staff meetings as required.
- To be available for evening and weekend work as required.
- Encourage high standards in work, dress and conduct by own example.
- To carry out any other duties that may be required and/ or as requested by the Outdoor Activities Manager, Centre Manager and the CEO.

Person Specification

Essential Skills and Experience

- Proven experience in janitorial or general maintenance work (preferably in hospitality, educational, or recreation settings).
- Ability to perform physical tasks, including lifting, carrying, and moving furniture and equipment (up to 25–50 lbs).
- Strong attention to detail and commitment to maintaining high standards of cleanliness.
- Good time management and ability to work independently or as part of a team.
- Reliable, punctual, and flexible to meet operational needs, including occasional weekends or evenings.

Desirable Skills

- Basic knowledge of health and safety standards, including COSHH (Control of Substances Hazardous to Health).
- Experience working in an outdoor or visitor-facing environment.
- Basic maintenance or DIY skills.

Employment Details

- Combination of indoor and outdoor work, often in varying weather conditions.
- Frequent standing, bending, lifting, and moving of equipment.
- Use of cleaning chemicals and mechanical cleaning equipment (training provided).
- May require flexible working hours during busy periods or special events.
- Training and professional development opportunities are available.

Access NI Staff Statement

Lorne Estate Outdoor Adventure Centre is owned and operated by Girlguiding Ulster. All staff are required to undertake an enhanced AccessNI prior to commencing employment.

Medical Information

Upon successful appointment you will be required to complete a confidential occupational health questionnaire so we can consider our ability to make any reasonable adjustments where advised.

Car Parking

All employees can park securely at Lorne Estate while they are working free of charge.

Uniform

Uniform and safety equipment will be provided.

How to apply

Please send your C.V. to tracey@girlguidingulster.org.uk. Ensure your C.V. demonstrates what makes you suitable for the role.

A diverse workforce is important to us and therefore we request that you complete our Equality Monitoring Form which you can find [here](#).

The closing date is **Friday 26 June 2026 at 12pm**. We ask that you make your submission as soon as possible as we reserve the right to close vacancies at any time, when we have received sufficient applications.

Unfortunately, we are unable to give feedback to candidates not shortlisted for interviews. We do provide verbal feedback upon request to candidates interviewed.

Girlguiding Ulster values the differences that a diverse workforce brings and is committed to inclusivity, and to employing and supporting a diverse workforce. While Girlguiding's young members may be women only, our staff team is mixed gender. We welcome applicants from all backgrounds.

Please contact **Claire Flowers, CEO** if you need any further information:
claire@girlguidingulster.org.uk