



Maintenance Volunteer

<i>Title</i>	Maintenance Volunteer
<i>Report to</i>	Property and Collection Manager – Robin James Robin.james@bishoppalace.org.uk
<i>Key internal contacts</i>	<p>Heritage Building and Facilities Manager Robin James - leads the Maintenance Volunteer team, manages the maintenance schedule as well as larger projects across the property including conservation, curatorial and interpretational projects.</p> <p>Community Engagement Manager - Siobhan Goodwin - co-ordinates recruitment and training, helps other department heads to look after their volunteers. All volunteers can approach the Community Engagement Manager, as well as the Community Engagement assistant: Gemma Palmer.</p> <p>Building and Facilities Manager – Jon Allen – delivers site maintenance and conservation across the site.</p> <p>Head Gardener - James Cross - leads the Gardens team, looking after the 14 acres of RHS-partner historic gardens.</p>
<i>Purpose of role</i>	To assist the Property Manager with routine maintenance tasks as well as larger scale projects to care for and conserve both the historic fabric of The Bishop's Palace and Gardens as well as the modern visitor facilities.
<i>Key tasks – What the Palace Trust expects from the Operations and Maintenance Volunteer</i>	<ul style="list-style-type: none"> • General Maintenance Tasks including but not limited to the following: <ul style="list-style-type: none"> ○ Rebuilding and repairing broken or faulty woodwork, fencing and gates ○ Replacing lightbulbs ○ Cleaning light fittings ○ Painting ○ Fixing new signage in place ○ Cleaning signage ○ Internal cleaning of Palace windows ○ Lubricating joints/hinges on doors, gates, windows etc ○ Litter picking • Projects undertaken recently include: <ul style="list-style-type: none"> ○ Rebuilding maintenance workshop ○ Maintaining and refurbishing historic waterwheel ○ Creating structures (e.g wooden seating in Stableyard,)

For more information please contact Gemma Palmer, Community Engagement Assistant:
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