

Toc H Warden, Weirside – Job Description and Person Specification

Post details

Job title	Warden, Weirside
Hours	5 hours per week, flexible to fit bookings and property needs
Responsible to	Chief Executive
Location	Chapel Stile, Lake District
Pay	£18 per hour plus agreed travel expenses
Contract	Permanent with a 3-month probationary period

About Toc H and Weirside

Toc H began in the trenches of the First World War as a place of belonging, open to everyone regardless of rank or background. Today it is a small charity rebuilding its work around the dignity and equality of every person, and the conviction that we are made by our relationships.

Weirside is Toc H's hostel in the Lake District, used by groups who come to stay, walk and spend time together. It has two dormitories and two bunk rooms, with a large living area and a kitchen. It has a beautiful location in Langdale directly adjacent to the river.

Purpose of the role

The Warden looks after Weirside on Toc H's behalf. You will manage bookings, keep the building safe and in good order, oversee contractors, and make sure basic health and safety and fire checks are carried out and recorded. You will be the local face of Toc H for guests and neighbours, and the person who notices when something needs attention.

Main responsibilities

Bookings and guests

1. Manage enquiries and bookings, keeping the booking calendar and records up to date.

President: Archbishop of York / **Vice Presidents:** Paul Dimoline and Hilary Geater Childs

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2. Issue booking confirmations, terms and house information, and collect deposits and payments or pass details to the office.
3. Arrange door code access, check-in and check the building before and after each stay.
4. Be a point of contact for guests during stays, by phone where needed.

Property management

1. Inspect the building and grounds regularly, reporting repairs and maintenance needs.
2. Arrange routine cleaning, laundry and changeovers through the cleaner.
3. Keep an inventory of furniture, equipment and supplies, and reorder as needed.
4. Make sure the building is secure and manage keys and access.

Contractors

1. Obtain quotes, arrange access and supervise contractors for repairs, servicing and maintenance.
2. Check work is completed satisfactorily before invoices are approved.
3. Keep a schedule of servicing, including boiler, electrical, water and fire equipment.

Fire safety and health and safety

1. Carry out and record weekly fire alarm tests and regular checks of emergency lighting, extinguishers and escape routes.
2. Keep the fire logbook and fire risk assessment information up to date and arrange the annual review.
3. Make sure guests receive fire and safety information on arrival.
4. Keep an overview of basic health and safety: first aid supplies, accident reporting, legionella and water checks, and safe storage.
5. Report any incident or safety concern promptly to the Chief Executive.

General

1. Keep simple records of hours, bookings and expenses.
2. Build good relationships with neighbours and the local community.
3. Take on other reasonable duties appropriate to the role.

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Person specification

Area	Essential	Desirable
Experience	Looking after a building, such as a hall, hostel, holiday let or church premises	Running a booking system for a venue or accommodation
Experience	Arranging and overseeing tradespeople or contractors	Working with a charity or community organisation
Knowledge	Basic understanding of fire safety checks and health and safety in a building used by the public	Fire marshal, first aid or health and safety training (or willingness to train)
Skills	Well organised, with clear record keeping	Confident with email, online calendars and simple spreadsheets
Skills	Good communication with guests, contractors and neighbours	
Personal qualities	Reliable, practical and able to work independently	Practical DIY skills
Personal qualities	Friendly and welcoming to people from all backgrounds	
Values	Sympathy with Toc H's commitment to human dignity, equality and the importance of relationships	
Other	Lives within easy reach of Weirside and can respond to issues at short notice	Full driving licence and own transport

How to apply

Please send a CV or a short letter describing your relevant experience, to pch@toch.org.uk we will review applications and conduct interviews on a rolling basis. Informal conversations about the role are welcome; contact Paul Hackwood on 020 8057 4203.

This post requires a basic DBS check. Toc H is committed to equality and welcomes applications from everyone.

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