



Northumberland
Wildlife Trust



Facilities & Vehicle Maintenance Assistant

Information Pack

Contact Details:

Paula Turner (HR and Payroll Officer)
Northumberland Wildlife Trust
St Nicholas Park, Gosforth
Newcastle upon Tyne NE3 3XT
0191 284 6884
paula.turner@northwt.org.uk



Who we are...

Northumberland Wildlife Trust was founded in 1971 to protect wildlife and promote nature conservation within Newcastle, North Tyneside and Northumberland. Today, our voice for wildlife is stronger than ever. We are a non-government funded charity, supported by membership, donations, local businesses and charitable trust grants.

Our vision and strategic objectives

A Wilder Future for our area

We want: Everywhere and everything here Wilder, including people's lives and jobs, with landscapes richer in wildlife and better-connected land, wetlands and seas.

We want: To reach more people, form more partnerships and play a greater part in wilding and greening locally and contribute globally to restoring nature and tackling climate breakdown.

We will create Wilder Places, Wilder People and a Wilder Future, with more, bigger and better joined up areas for wildlife to thrive, more people taking action and connecting to nature and influencing more decisions to secure nature's recovery locally, regionally and nationally.

We will achieve our vision by:

- Defending wildlife and wild places
- Enabling nature's recovery: protecting the best and improving the rest
- Inspiring people and communities to care and enabling them to act
- Influencing organisations to behave in nature's interest
- Growing our resources and partnerships to be more effective and agile

We will deliver our vision through three key strategic objectives

1. Lead nature's recovery
2. Inspire people and organisations to care and mobilise them to act
3. Ensure an agile green culture and sustainable NWT



We work as part of a national movement

There are 46 local Wildlife Trusts across the whole of the UK, the Isle of Man and Alderney, all working for an environment rich in wildlife for everyone.

With 850,000 members, we are the largest UK voluntary organisation dedicated to conserving the full range of the UK's habitats and species, whether they be in the countryside, in cities, or at sea. 135,000 of our members belong to our junior branch, Wildlife Watch.

We manage 2,300 nature reserves covering more than 80,000 hectares; we stand up for wildlife; we inspire people about the natural world and we foster sustainable living.

All 46 Wildlife Trusts are members of the Royal Society of Wildlife Trusts (RSWT) which operates a separate Grants Unit administering major funds on behalf of the Big Lottery Fund and the Landfill Communities Fund.

To find out more...

www.nwt.org.uk

www.wildlifetrusts.org

Equality, Diversity and Inclusion (EDI) and Safeguarding:

Northumberland Wildlife Trust believes that everyone should have the opportunity to experience the joy of wildlife in their daily lives, that's why we're committed to putting equality, diversity and inclusion at the heart of our movement.

For more information, please see [Our commitment to Equality, Diversity & Inclusion \(EDI\) | The Wildlife Trusts](#)

For more information about our safeguarding commitment, please see [Safeguarding Commitment Statement](#)

Disability Confident Committed:

We aim to offer an interview to disabled people who meet the minimum criteria (e.g. Essential skills). This is to encourage positive action. It is important to note that there may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. For example, if there are a high volume of applications. In these circumstances the employer could select the disabled candidates who best meet the minimum criteria for the job rather than all of those that meet the minimum criteria, as they would do for non-disabled applicants.



Facilities & Vehicle Maintenance Assistant

Join Northumberland Wildlife Trust and help keep our buildings and vehicles running smoothly. We're looking for a practical, hands-on individual to support our Building & Facilities Coordinator in maintaining our offices, buildings, visitor centres and fleet vehicles. The main focus will be to carry out basic repairs and maintenance across our portfolio, supporting vehicle checks, servicing and upkeep, assisting with health & safety checks and compliance and helping maintain safe, clean and accessible environments whilst working with fellow staff, volunteers and contractors. You'll play a key role in supporting conservation work across the region, helping ensure our facilities and vehicles are safe, efficient and ready for use. If you enjoy practical work, have DIY experience, are proactive, reliable, flexible with good organisational skills and also want to make a difference for wildlife, we'd love to hear from you.

The role is offered on an open-ended contract and is for 21 hours a week.

The deadline for applications is 9am on 16th September 2026.

Information for applicants

To apply for the position of Facilities & Vehicle Maintenance Assistant, please complete the corresponding Application Form in full, and return it to Paula Turner (contact details on the front of this pack) by the specified deadline.

Please note, CVs and/or covering letters will not be accepted.

If you require further information regarding any aspect of the application process, please do not hesitate to get in touch.

Thank you for your interest in Northumberland Wildlife Trust.



Job specification

Post title

Facilities & Vehicle Maintenance Assistant

Location

Based at our Gosforth Offices in Newcastle upon Tyne (with travel to Trust sites)

Responsible to

Building & Facilities Coordinator

(also working closely with the Estates Officer responsible for the Fleet)

Responsible for

- Volunteers

Internal relationships

- NWT staff
- Volunteers

External relationships

- Contractors
- Suppliers
- Service Providers

Job role

To provide hands-on support to the Building & Facilities Coordinator in maintaining the Trust's buildings, grounds, and fleet vehicles. Support the Estates Officer responsible for the fleet with vehicle maintenance tasks. The role ensures facilities and vehicles are safe, compliant, well-maintained, and fit for purpose across all Trust locations.

Main Responsibilities:

- **Facilities Support**
 - Assist with the maintenance and upkeep of Trust buildings and sites (including Gosforth offices, visitor centres and reserve buildings).
 - Carry out minor maintenance and repairs, including basic plumbing, joinery, painting and general upkeep.
 - Support regular inspections and checks of:
 - Fire safety equipment (e.g. extinguishers)
 - Alarm and CCTV systems
 - Utilities (water, heating, energy systems)
 - Grounds, car parks and access routes



- Assist with waste management and recycling arrangements across sites.
 - Help maintain safe, clean and accessible working environments for staff and visitors.
 - Support seasonal and reactive work (e.g. vandalism response).
 - Assist with supervising contractors on-site.
 - Support procurement processes (e.g. ordering materials and supplies).
- **Vehicle & Fleet Maintenance**
 - Support the upkeep and maintenance of the Trust's fleet vehicles.
 - Carry out routine checks (oil, tyres, fluids, lights, cleanliness).
 - Ensure vehicles are serviced, inspected and roadworthy in line with legal requirements.
 - Maintain vehicle records (service schedules, MOTs, repairs).
 - Liaise with garages and service providers where required.
- **Compliance & Health & Safety**
 - Assist in ensuring compliance with relevant health & safety legislation and Trust policies.
 - Support equipment checks, PAT testing coordination and basic record keeping.

General Responsibilities

- To support the smooth operation of the Trust sustainability
- To undertake any other tasks which the Trust may reasonably require
- To work within the Trust's policy framework

Salary band

Scale B - £23,256 per annum (pro rata).

Contribution to personal pension

A further 5% is payable into the Trust's Stakeholder Pension scheme after three months, conditional on the employee contributing at least 5% of salary.

Holidays

22 days basic and all English bank holidays are given (pro rata), plus the period between Christmas and New Year.

Hours

21 hours per week. Some weekend and out of hours working may be required. NWT operates a flexitime system.

Car & travel

A full manual UK driving licence is required to carry out this role, with the confidence to drive a range of fleet vehicles.



Contract, probation & notice

There is a probationary period of 6 months.

A minimum of 4 weeks' notice is required from either party.

Person specification

Knowledge, skills & attributes

Essential

- Basic practical maintenance skills (DIY, repairs, general building work)
- Good organisational skills and ability to manage tasks effectively
- Awareness of health & safety practices
- Ability to work independently and as part of a team
- Good communication skills

Desirable

- Knowledge of compliance requirements (e.g. PAT testing, H&S systems)

Skills & experience

Essential

- Experience working in facilities, estates, or maintenance roles
- Experience of hands-on maintenance or manual work
- Experience working in a practical environment (construction, estates, caretaking, or similar)
- Experience with vehicle or fleet maintenance

Desirable

- Experience maintaining vehicles or coordinating vehicle servicing
- Experience working with contractors or suppliers

Qualifications

Essential

- GCSEs (or equivalent) including English and Maths
- Full UK Manual Driving Licence

Desirable

- Relevant trade or maintenance qualification
- Basic vehicle maintenance knowledge or certification
- First Aid qualification



Personality

Essential

- Reliable and proactive
- Flexible and adaptable
- Practical and solution-focused
- Strong attention to detail
- Team player with a positive attitude
- Willingness to travel between Trust sites
- Ability to work occasional weekends or out-of-hours when required
- Confidence driving a range of vehicles

