

WOW



**Appointment of**

# **Maintenance Technician**



**WINCHESTER  
SCIENCE CENTRE  
AND PLANETARIUM**

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## Foreword from the Chief Executive

# Thank you.

Thank you for your interest in joining our team. It's a big decision to apply for a new role, to leave an existing job and to take the plunge to join a new organisation. There are so many unknowns when taking on a new job. What will my new boss be like? What is the organisation's culture like? If I need to take a day off will I be allowed? Can I work from home? Will there be regular cake in the office or staff room? Hopefully this document will answer some of those questions and demystify what working for our Charity is like.

Getting across the workplace culture of an organisation in a job advert or a job description is really hard, but if I had to sum up our workplace culture in one word I would choose – family. I often describe us as a family employer. We understand the pressures and needs of family life and especially after such troubling times. Our charity recognises that home life comes first and the Senior Management team and I are keen to reassure and encourage our colleagues to manage their work-life balance.

And then there's the work family. Everyone here knows their colleagues have got their backs. I am incredibly proud of our work family. Recent experiences have only cemented my belief that every member of the team here is looking out for their colleagues, wanting to help and going over and above to achieve this.



We are at an exciting point in the history of this charity. We are recovering from the pandemic, finding ourselves in a stable and secure financial position with a clear vision and mission to deliver upon and working together to make a difference to the world. We are looking for candidates that want come and not just work here, but to join our work family, help us to be impactful and contribute to better, more sustainable, happier, healthier lives through STEM.

Thank you again for your interest in the role. If you feel you share our family values and want to make a difference then I urge you to apply. We are incredibly motivated to make sure our staff represent the diverse audiences that we serve, so please do read the section on Equality, Diversity and Inclusion. If you have any questions, or would like an informal chat with me or one of the Senior Management team before you apply, please do speak to Laura.

Looking forward to meeting you,

Ron Ward,



*PS. There regularly are amazing cakes in the office and staff room often baked by either Jennie or Lizi. If you're really lucky Mark will bring in his delicious brownies. They're really not good for the waistline but they taste so good!*



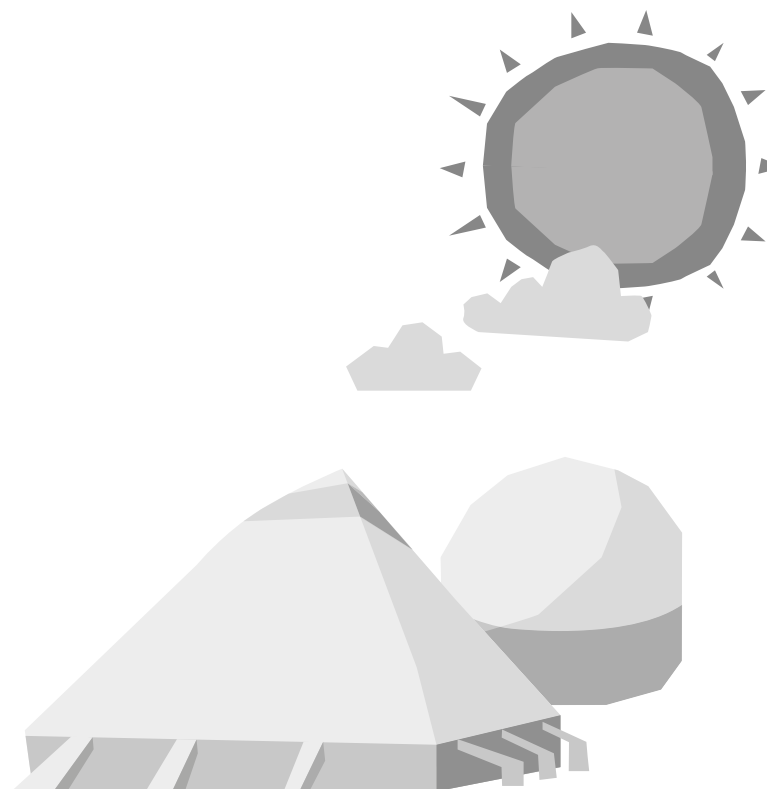
# About the Charity

The pandemic has emphasised our strengths and our weaknesses; as a charity, a society, a nation and a global community. In the UK alone, it has drawn attention to the depth and breadth of inequality that exists based on our geography, race, ethnicity, age, health, wealth and education. It has also demonstrated the critically important role science, technology, engineering and maths (STEM) has played in overcoming such a crisis; to understand the virus, to forecast and measure its impact, to develop vaccines, to innovate, manufacture and distribute life-saving equipment, the list goes on.

It is not only the scientists and engineers who have to step up. We all do. Science literacy is an enabler and empowers us all to make informed choices. Our Charity is on a mission to inspire every child in science; because all our futures depend on it.

Winchester Science Centre has been sparking children's curiosity in STEM since it was founded in 1986.

We strive to remove social, cultural and intellectual barriers to inspire and engage all children in STEM, particularly those with a disability or impairment, so that we might raise children's aspirations and confidence, promote diversity and inclusion, and overcome inequality.



By sparking and harnessing children's curiosity in STEM, and by removing barriers to engagement, we believe children can develop the confidence, ambition and freedom to improve their own lives, the lives of others and ultimately life on Earth through STEM.

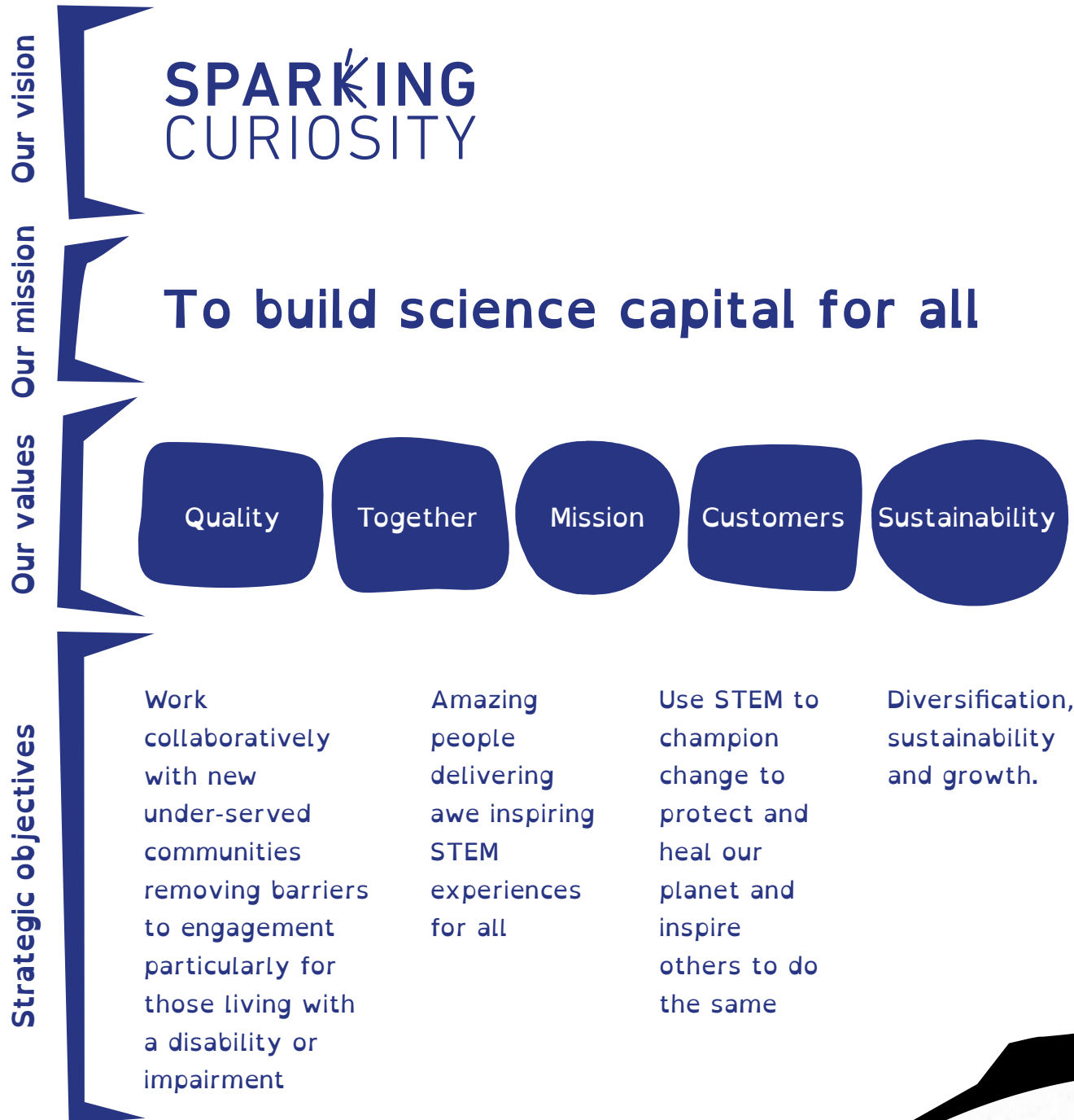
As experts in communicating STEM to children and families, we create 'WOW!' experiences that are fun, inclusive, immersive, interactive and accessible. Reaching out to children in innovative ways through our Science Centre, in schools, in communities and online, and through connecting and collaborating with Universities and industries.

We are resolute that our Charity has an important role to play in empowering future generations to lead the charge for change, to live healthier and more sustainable lives and to find the solutions to tackle the world's biggest challenges.

The pandemic threatened to derail all our plans; but it hasn't. Well-defined strategy, strong leadership, robust financial management and working together means we are now ready and eager to embark on the next critical phase of our Charity's development.

Find out more about our Charity's strategy, governance and achievements over the past year by [downloading a copy of our latest annual report.](#)

# Strategy



**WINCHESTER  
SCIENCE CENTRE  
AND PLANETARIUM**



# Equality, diversity and inclusion

Our charity is committed to breaking down barriers to STEM and wants to help everyone regardless of age, background, gender, sexual orientation, ethnicity, race, religion or belief, disability, impairment or any other protected characteristic to be in STEM.

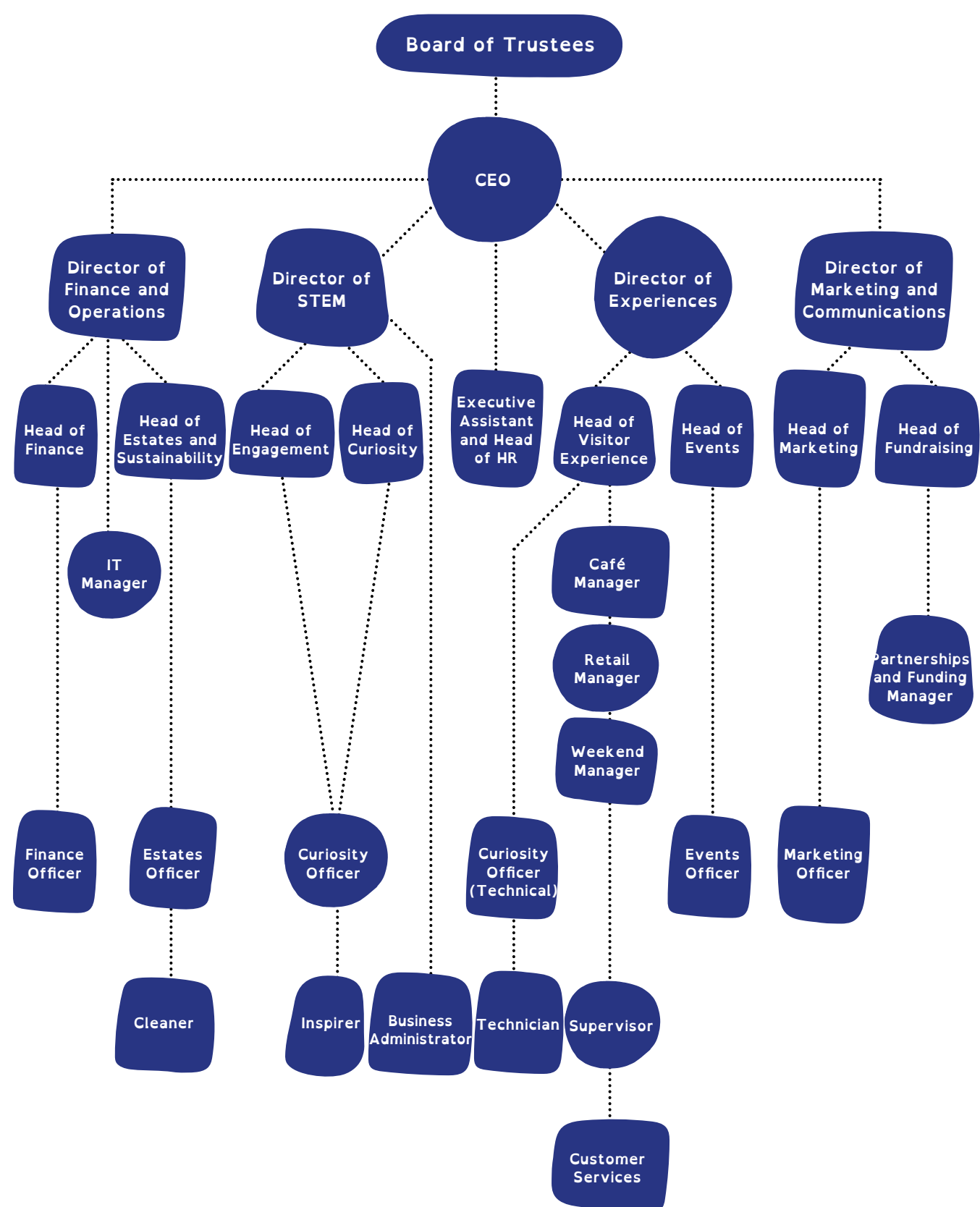
Equality and inclusion are at the heart of everything we do. We want to create a truly diverse and inclusive workplace. If you are disabled and have the essential skills and experience to do the job, we will invite you to an interview.

We recognise that through diversity our Charity can grow and we are committed to providing an inclusive recruitment process to support this. We want to work with a great team, with people who share our values and can make a huge contribution to sparking curiosity. We believe the team must reflect the diverse communities we work with so to support this, we are very willing to facilitate flexible working, changes to the infrastructure, systems and processes in order to welcome the most diverse candidates possible.

If you wish to have a conversation about accessibility, the role or the application process please do get in touch with Laura (see last page for contact details).



# Organisational structure



# Maintenance Technician

## Role purpose

Winchester Science Centre is looking for a capable and adaptable technician to join our team to oversee the upkeep of the exhibits.

To be responsible for preparing the venue and the exhibition for opening to the public. This includes upkeep of the building and grounds, along with maintenance and repair of the hands-on exhibition.

Winchester Science Centre is a unique visitor attraction for children, families and school groups which consists of hands-on exhibits. These exhibits vary in the way they work and materials they are made from and are interactive by nature. This interactivity means that they have natural wear and tear. As a result, reactive and preventative maintenance of them is required to ensure they are available to our visitors as much as possible.

The role is very practical and will involve working around customers on our busy and vibrant exhibition floor. The exhibits and facilities require daily checking, cleaning and servicing. Safety and quality of our offer are a priority for our Charity and this role will play a major role in delivering on both of these. The exhibits vary greatly in construction so an ability to problem solve, think creatively and work with others in a timely manner is essential.

The successful applicant will be an essential member of the Operations team, working cross-departmentally regularly and closely with the Estates and Visitor Experiences teams.

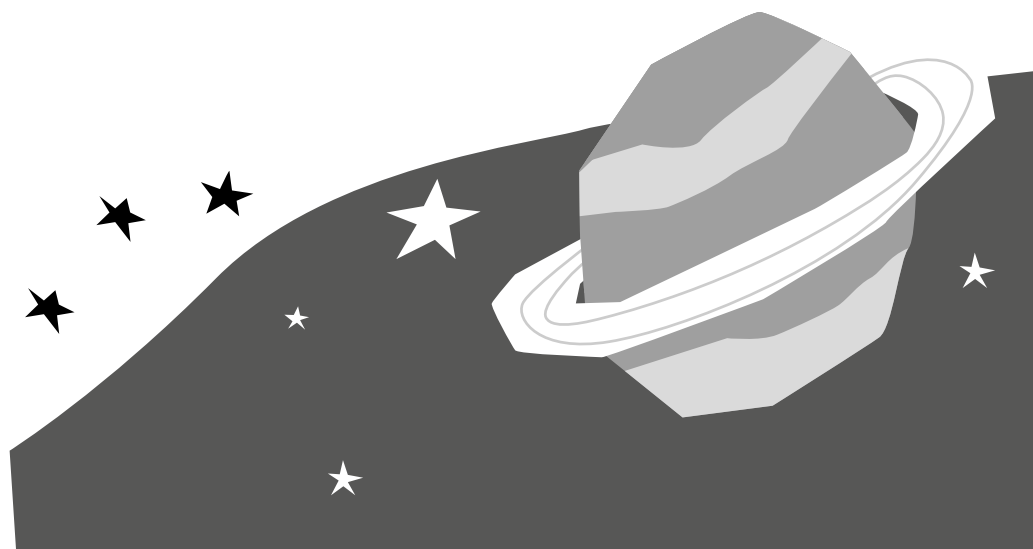
The role will involve general housekeeping duties and DIY skills are essential. The ideal candidate will have an interest in inspiring children and their families in STEM (science, technology, engineering and maths).

Customer service is an integral part of every role at WSC. This position requires being a key holder, starting in the morning before the rest of the team, switching on, preparing all the exhibits and being responsible for ensuring the building is ready to open.



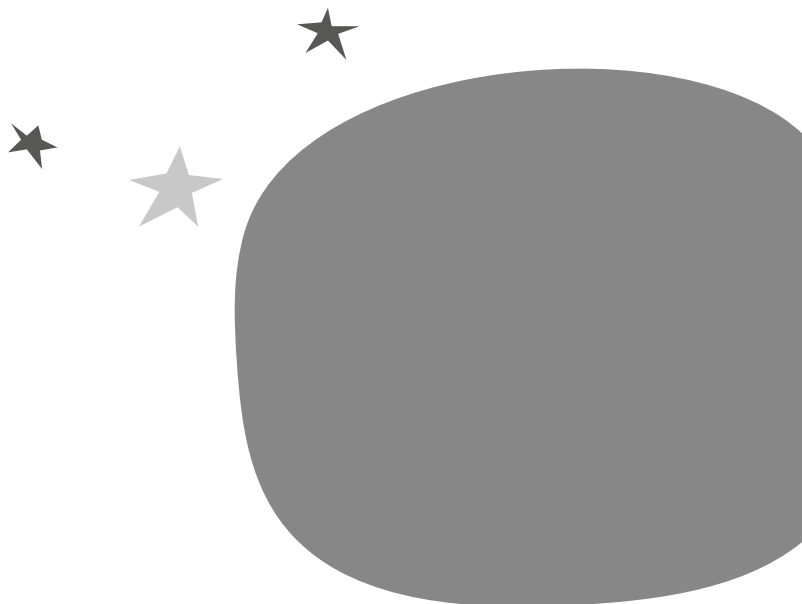
# Key responsibilities

- To maintain the exhibitions to the highest possible standards, through repairs and temporary fixes where needed throughout the day
- To complete all pre-opening and closing checks of facilities and exhibits
- To monitor the exhibits throughout the day and efficiently and effectively respond to issues as they occur
- To repair exhibits where required, including both planned and reactive maintenance
- To maintain indoor and outdoor public spaces
- To paint and decorate and other general maintenance
- To clean exhibits and throughout the Science Centre
- To work alongside external contractors to deliver new exhibits on the exhibition floor
- To work alongside external contractors, such as electricians, to maintain facilities
- To ensure the repair shop maintains a high standard of safety, cleanliness and tidiness
- To order new equipment as required, ensuring purchase order procedures are followed





- To monitor any health and safety concerns and report these to the Head of Estates and Sustainability
- To be a designated Fire Marshall and be trained on evacuation procedures
- To conduct any weekly or monthly tests of fire detection and firefighting equipment and liaising with external contractors as required
- To ensure escape routes are fully accessible in accordance to fire safety procedures
- To adhere to the Charity's risk assessments and health and safety policies
- To carry out other duties as may be requested
- To provide ad-hoc support to the wider organisation, working with other teams





# Person specification

- An ability to problem solve and use tools in a professional environment
- Personal skills, knowledge and desire to achieve the highest possible standards
- To be a team player, able to work as part of a small team and be self-motivated
- Previous experience and ability to work with a range of materials and tools
- Previous experience of building maintenance and DIY
- General computer literacy
- Ability to problem solve and “think on your feet”
- Enthusiasm for science and technology
- Good communication skills

## **The following attributes are desirable but not essential:**

- Previous experience in electronics or computing
- Previous experience in a customer-facing role
- Previous experience in a facilities environment
- Full driving license



## Role specifics

### Maintenance Technician

**Line manager** Curiosity Officer (Technical)

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**Working hours** 37.5 hours per week with a 30 minute lunch break per day.

Typically 8.30am to 4.30pm Monday to Friday. A flexible work pattern will be essential to include some weekend and bank holiday hours to support the needs of the Charity.

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**Salary** Hourly rate: £10.51 to £11.54 per hour  
Salary: £20,500 - £22,500 per annum  
Depending on experience

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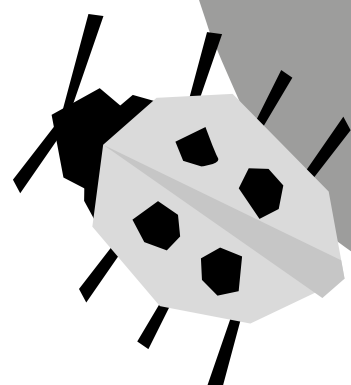
**Annual leave** 25 days plus bank holidays with the option to buy up to an additional five days.



# Role specifics

## Benefits include:

- Opt-in cash back health scheme and employee assistance wellbeing helpline
- Cycle to Work Scheme
- Contributory pension
- Annual leave entitlement with the option to buy up to five days additional annual leave
- Annual inflationary pay rise (subject to charity performance)
- Flexible friendly working environment
- Paid for training and development opportunities by arrangement
- Working from home opportunity by arrangement
- Discounts in on-site café and shop
- Free entry for family and friends
- Rural location with beautiful views of the South Downs with immediate access for lunchtime strolls
- Flexible IT provided to support office and remote working
- Uniform supplied
- Free on-site parking
- Sick pay and maternity pay



# Application Process

If you feel like you're the right person for the role, we'd love to hear from you and receive your application.

Please complete the editable PDF application form and send it, together with a cover letter, by email to [lauraollis@winchestersciencecentre.org](mailto:lauraollis@winchestersciencecentre.org). We will try to confirm receipt of every application and we'll individually review your application as soon as possible.

If you need any information in a different format or would like to apply in an alternative way, please get in touch. Contact Laura using the address above, or to speak to Laura in person please call the office on 01962 863 791 to book a call back.

Have we caught your eye, but you're still a little unsure? We welcome an informal discussion even if you are only considering applying for the role. Please do get in touch with Laura to arrange a brief informal and relaxed call with the CEO or one of the Senior Management Team.

## What's next?

If you're successful in being shortlisted based on your application, we will arrange a time for you to swing by for a chat so we can get to know you better, and for you to get to know the WSC family for yourself.

We know interviews can be quite daunting but we're not here to catch you out - we just want to know what makes you brilliant, why you should be part of our growing family, and how you can support our charitable aims to make a difference. We can't wait to meet you!