

Support services – Hydro-electric waterwheel maintenance and operation

Requirements of role

- Willingness to learn new skills
- Some DIY and practical skills
- Mechanical, engineering and/or electronic background
- Reasonable level of fitness
- Willingness to work as part of a team
- Willingness to work outdoors
- Willingness to work in all weathers
- Competence in handling tools/equipment safely
- Ability to maintain good H&S practice
- Ability to climb a ladder safely
- Ability to lift moderate weights
- Support of renewable energy projects
- Environmental impact consideration
- Maintaining good reputation of Eskdale Mill

Tasks to be undertaken

- Operating hydro-electric wheel & sluice gates
- Practical maintenance of water systems
- Checks, service and maintenance of waterwheel and associated machinery
- Monitoring of electricity generation
- Identify and record machinery faults
- Consulting with relevant repairs support network
- Repair of minor faults
- Reporting of major faults
- Occasional machinery demonstrations
- Maintaining access security
- Use of power tools
- Other relevant jobs, as they arise

Training – in-house & formal

- Safe operation of hydro-electric waterwheel and associated machinery
- Lifting and handling
- Safe use of power tools/machinery, such as angle grinder and drill
- Tools maintenance and storage
- Health and safety
- Monitoring procedures
- Using walkie-talkies
- Fault reporting procedure
- Emergency 1st Aid
- Fire Marshall
- Upholding health & safety and safeguarding policies
- Upholding volunteer agreement

Reports to

Hydro Manager and/or trustees

Time commitment

1 day per month, or more

Support services – Admin & social media duties

Requirement of role

- Willingness to learn new skills
- Liaising with Mill Manager and/or Trustees and maintaining good communication
- Regular collaboration with team and reporting of all tasks
- Willingness to work remotely as part of a small team
- Use of digital equipment and software
- Numeracy, literacy and digital skills
- Maintain confidentiality and uphold data protection legislation
- Using and remembering online passwords
- Occasional visits to Eskdale Mill throughout the operational year
- Maintaining good reputation of Eskdale Mill

Tasks to be undertaken

- Capturing images of mill activities to publicise
- Develop & promote social media posts and business & recruitment adverts
- Update website
- Creating online posters and publicity
- Maintaining gift aid admin
- Secure collection and return of gift aid slips from/to office
- Submitting gift aid claims to HMRC in timely manner
- Digitising, cataloguing and updating the collections/artefacts register
- Other related tasks as they arise

Training – in-house & formal

- Aim/objectives of Eskdale Mill & Heritage Trust
- Background and content to specific heritage of the mill
- Background and context of the mill as a charity and visitor attraction and its activities.
- Access to website and social media accounts
- Access to creative software
- Access to HMRC gift aid account
- Familiarisation of paper-based artefact register.
- Formatting the digital register sheets
- Using cloud-based storage systems.
- Upholding EMHT data protection, safeguarding, health & safety policies
- Upholding the volunteer agreement
- Reporting procedure for any issues arising

Reports to

- Mill Manager

Time commitment

1 day per fortnight, or more

