



ARGYLE
COMMUNITY
TRUST

JOB APPLICATION PACK

Caretaker

£28,000 per annum | Permanent, full-time | 40 hours per week





We are proud to be the official charity of Plymouth Argyle Football Club. For over 25 years it has been our mission has been to inspire and make a positive difference to Devon and Cornwall Communities.

Our outreach work, and the impact we have on the lives of the communities we proudly serve, wouldn't be possible without our incredible people. Trust staff truly make a difference every day.

Mark Lovell - Argyle Community Trust Chief Executive Officer

WHO WE ARE

We are the leading sport for social good charity in Devon and Cornwall, operating over 2,700 square miles. We utilise the prestige of football and the reach of the club to inspire, engage, and help people of all ages, genders, races, and socioeconomic statuses, with a vision to 'provide opportunities to all people within our local communities by inspiring and empowering them through sport'.

OUR VALUES

We endeavour to uphold six core organisational values:

Professionalism - our staff are role models, coaches, mentors, and teachers and must conduct themselves professionally.

Inclusivity - we believe in fair play and having open access for all. We aim to celebrate diversity and focus on the needs of each individual and community.

Respect - we respect our partners, people, and communities and aim to gain the respect of others.

Excellence - we strive for excellence in all we do to support our beneficiaries and ensure they reach their full potential.

Honesty - we are open and transparent in all our work and with the communities we serve.

Pride - we are proud of what the organisation and its parent club represent.

WHAT WE DO

Our work across Devon and Cornwall focuses on removing barriers to participation and offering opportunities that are accessible to all communities in our operational area. We maintain a focus on disadvantaged and isolated communities, underrepresented groups, at-risk children, young people, and adults. We strive to work ethically and transparently in everything we do.

OUR MISSION

Our mission is to inspire and make a positive difference to Devon and Cornwall communities through the power of sport and the brand of Plymouth Argyle Football Club. In short 'We are One Argyle.'

Our work strands focus on six key areas, all aligning with our strategic aims which are to:

Empower people in the communities of Devon and Cornwall to overcome inequalities and raise aspirations by providing opportunities and accredited attainment.

Promote physical participation and wellbeing by encouraging healthier lifestyles and removing barriers to participation.

Inspire supporters to engage with our community outreach programmes.

Improve our systems and structures to ensure we provide quality, efficient services that are value for money.

Understand and measure the impact of our programmes on the community.

Equality, Diversity and Inclusion

Argyle Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

Safeguarding

Argyle Community Trust is committed to safeguarding, protecting the welfare of all participants in our programmes and promoting robust policies to ensure that our staff and volunteers adhere to safe practices. Where regulated activity forms a part of the job role, the successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

Candidates are advised that in order to identify any matters that might relate directly to ACT's legal duty to meet the safeguarding requirements set out in KCSIE, online searches may be carried out on short-listed applicants in order to identify incidents or issues related to a candidate's suitability to work with children.



Position:	Caretaker
Location:	Plymouth
Offices:	The Hub at Foulston Park, Madden Road, PL1 4NE Manadon Sports Hub, 121 St Peters Road, PL5 3FD
Salary:	£28,000 per annum
Contract:	Permanent position, full-time
Hours:	40 hours per week
Reports to:	Operations Manager

Argyle Community Trust is seeking a proactive and hands-on Caretaker to take pride in maintaining and improving our community facilities. This is a varied and rewarding role focused on the upkeep, presentation, and functionality of our buildings and outdoor spaces, helping to create safe, welcoming environments for participants, staff, and visitors.

You'll take the lead on day-to-day site maintenance across our key locations, supporting the smooth running of facilities by carrying out minor repairs, planned upkeep, and basic grounds care. From improving the look and feel of our sites to resolving maintenance issues quickly and effectively, you'll play a vital role in enhancing the spaces where our community programmes are delivered.

This role would suit someone practical, reliable, and self-motivated, with a strong interest in maintenance and a willingness to get stuck in. An enthusiasm for outdoor work and sports environments is a bonus, as you'll contribute to the general upkeep of pitches and surrounding areas. A driving licence is essential.

Why Join Us?

At Argyle Community Trust, our facilities are at the heart of what we do. This role offers the opportunity to take ownership of key sites, make a visible impact every day, and be part of an organisation that uses sport to positively change lives in the community.

HOW TO APPLY

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://hr.breathehr.com/v/caretaker-45962>. You will be given the opportunity to upload a covering letter and CV should you wish to do so however, for safer recruitment purposes, we do not accept application by CV only.

If you would like further information or wish to discuss the post contact ACTrecruitment@pafc.co.uk.

For more information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>.

Closing date for applications - Sunday, 12 April 2026
Shortlisting - Monday, 13 April 2026
Interview Date - Tuesday, 21 April 2026

JOB DESCRIPTION

Primary Objectives of the Role

- Carrying out general building maintenance, including minor plumbing, decoration, carpentry, and repairs.
- Work in accordance to maintenance schedules, maintaining the building, astro pitches, grass pitches and other areas of site.
- Maintaining the safety and cleanliness of the building and surrounding areas.
- Conducting inspections to identify maintenance needs and address issues proactively.
- Managing waste and recycling processes and undertaking weed spraying, application of fertilisers, etc.
- Monitoring and maintaining the security of the site.
- Supporting the staff team and site users and responding to queries or issues during operational hours.

Delivery and Quality

- Regularly inspect the building, pitches and site to identify and address maintenance needs, ensuring all areas exceed required standards and are functional and presentable.
- Plan and execute routine maintenance tasks, such as preventative works, minor repairs, painting, and upkeep of communal areas.
- Regularly assess playing surfaces to identify areas needing repair or improvement and implement solutions.
- Monitor and replenish supplies, including cleaning products and consumables.
- Coordinate with external contractors for specialised repairs and ensure their work meets required standards and provides best value for money.
- Ensure all maintenance schedules are completed within set timelines.

Expertise and Best Practice

- Maintain records of maintenance tasks, equipment servicing, and inspections for accountability and future reference.
- Advise the Operations Manager on potential upgrades or improvements to enhance the building's or site condition and usability.
- Share expertise to train or guide site staff or volunteers where appropriate.

Safety and Compliance

- Adhere to risk assessments for maintenance activities and ensure proper signage and safety measures are in place.
- Safely store and manage hazardous materials, such as cleaning products, chemicals and tools, in compliance with COSHH regulations.



- Ensure building access points, locks, and alarms are secure, particularly during opening and closing procedures.
- Respond promptly to incidents or hazards, taking immediate action to mitigate risks.
- Conduct regular inspections of pitches and grounds to identify potential hazards or issues.
- Conduct regular checks of fire alarms, lifts, emergency lighting, and security systems to ensure they are functioning correctly.

Customer Focus

- Ensure communal spaces, meeting rooms, sports facilities and pitches are clean, safe, and ready for use at all times, providing an excellent user experience.
- Respond promptly and professionally to requests or concerns raised by staff, visitors, or users of the facility.
- Take proactive steps to resolve issues affecting the user experience, such as heating, lighting, or equipment malfunctions.
- Act as a friendly and approachable presence for customers, offering assistance and resolving minor issues on the spot.
- Gather and relay user feedback to management to help improve the facility's services and standards.

Core Responsibilities

- Prioritise Health and Safety and Safeguarding when planning and delivering to ensure that the Trust protects the welfare and safety of all staff, volunteers and participants.
- Enhance the reputation of the Trust by creating positive relationships within local and national networks.
- Strive for quality & high standards, setting clear expectations and upholding Trust values.
- Take personal responsibility for executing your duties, understanding policies and following procedures.



PERSON SPECIFICATION

Qualifications and Experience

Health and Safety qualifications (e.g., IOSH Working Safely or COSHH training).	D
NVQ Level 2 or equivalent in Facilities Management, Property Maintenance, or a related field	D
Proven experience in a caretaking, maintenance, or facilities management role.	D
Experience carrying out general building repairs and maintenance tasks, such as painting, carpentry, and basic plumbing, and working with external contractors for specialist repairs or servicing.	E
Experience with cleaning, water and waste management tasks.	D
Previous experience in a school, sports facility, or community centre environment.	D
Ability to operate and maintain grounds equipment	D
Relevant qualification in grounds/sports turf maintenance, including PA1/2/6 spraying certification	D

Knowledge And Understanding

Understanding of safe working practices and health and safety legislation	E
Have some understanding of building construction, compliance, Hard/Soft FM, heating, ventilation, and air conditioning (HVAC) systems. and drainage systems	D
Understanding of waste management procedures, including recycling practices.	D
Familiarity with security systems, including alarms and CCTV..	D
Knowledge of energy efficiency and sustainable practices in building maintenance.	D

Core Skills and Attributes

Communicates with others in an open, clear, concise, and purposeful way to build effective relationships and gain support and 'buy in' for ideas	
A commitment to supporting participants, and the principles of equality, diversity and inclusion	
A positive approach to motivating and working with individuals who may be hard to engage	
Compassion and understanding for young people in education and employment	
Ability to create a strong team culture and work independently	
A creative, can-do and solution-orientated approach to work, with the ability to solve problems.	

Staff Skills and Attributes






Proven relationship-builder at all levels with strong interpersonal skills	
Behave in an inclusive and respectful way, always representing the positive EDI values of the Trust	
Ability to accurately convey meaning and deliver information in a clear and engaging way including face to face presentations and written materials	
Understand obligations regarding confidentiality, information sharing and GDPR	
Good standard of English in both written and verbal communication; effectively conveying information at an appropriate level at an appropriate level	
Respond positively to feedback and strive for high standards and excellence in all aspects of the role.	

RELATIONSHIPS

Key Internal Relationships	Key External Relationships
Operations Manager	Plymouth Argyle Football Club
Facilities Team Members	Sports Clubs
Trust Staff	Facilities Users
	Members of the public



BENEFITS - WHY WORK FOR US?

We aim to ensure we look after our staff welfare and provide fair opportunities across the charity. Argyle Community Trust offers incentives and progression based on key performance indicators, appraisals and added value to the Trust.

-  Relevant qualifications and training
-  Ticket incentives for staff
-  An opportunity to buy back on holidays
-  Free access to courses for your children across Trust provisions
-  Club kit






Other Benefits

-  Holiday allowance based on service - After five years of service your holiday entitlement will increase by one day each year, enabling you to increase your holiday allowance by up to four days
-  Healthcare Cash Plan after successful completion of probation, not contractual but based on how the charity performs

Role Dependent Benefits

The Trust will also consider individual requirements needed to complete a role including:

-  Work mobile phone with some allowance for personal usage
-  Use of company vehicle for work purposes only
-  Car allowance



Plymouth Argyle Football in the Community Trust trading as Argyle Community Trust

Plymouth Argyle Football Club, Home Park, Plymouth, Devon, PL2 3DQ

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Scan to view our 2022/23
Impact Report



SCAN ME

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Registered Charity Number 1128906
VAT number 478581341



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