

Evening Caretaker

Job Description

Role: Evening Caretaker	Department: Operations
Reports to: Senior Caretaker	Salary: £24,784.50 p.a.
Location: The Eric Liddell Community	Type of contract: Full Time/Permanent
Working hours and pattern: 37.5 hours per week 2pm – 10pm (Mon-Thurs) 2pm – 8pm (Fridays) Full-time preferred but 4-day week would be considered	

About The Eric Liddell Community

The Eric Liddell Community (ELC) is a local care charity and community hub founded in 1980 in memory of the 1924 Olympic gold medallist, Eric Liddell.

Our vision is a community where no one feels lonely or isolated and we are on a mission to bring people together in their local community, to enhance their health and well-being. We are doing this by; providing a Day Service for people living with dementia alongside a programme of community-based activities for people living with dementia; a programme of well-being activities, courses and classes for unpaid carers, and developing our vibrant community hub, in the heart of Edinburgh.

The Role

Working at The Eric Liddell Community means being part of a vibrant hub that supports local people and those living with dementia. As our Evening Caretaker, you'll be the friendly face ensuring our building remains a safe, welcoming, and well-maintained space for everyone who uses it.

Key Responsibilities:

- **Building Security:** Opening and closing the premises, including setting alarms and ensuring all windows and doors are secure.
- **Room Set-ups:** Arranging furniture and equipment for classes, meetings, and events.
- **Maintenance & Cleaning:** Carrying out light repairs, cleaning of public areas and rooms, monitoring the building's condition, and ensuring all areas are clean and tidy.
- **Health & Safety:** Acting as a point of contact for evening visitors and ensuring everyone is safe and fire exits and walkways remain clear.
- **Hospitality:** Welcoming visitors and providing basic support to evening lets and groups.

About You

We're looking for someone reliable, proactive, and comfortable working independently.

- **Practical Skills:** You're handy with basic tools and don't mind a bit of physical work (lifting chairs/tables).
- **People Person:** You have a warm, helpful manner when dealing with the public.
- **Trustworthy:** You understand the importance of building security and safety protocols.
- **Flexible:** You're happy to work evening shifts and occasional weekends as needed.

Why Join ELC?

- **Community Impact:** Your work directly supports a charity dedicated to care and social connection.
- **Environment:** Work in a beautiful, historic building with a dedicated and friendly team.
- **Holidays:** 30-days inclusive of public holidays.
- **Training:** Relevant training will be provided.

Terms and Conditions

Notice period: 1-month

Probation period: 3-months

Other benefits:

Company contributory pension scheme

Occupational sick pay

Death in service cover

40% off food at our Community Hub Café, Café Connect

Edinburgh Leisure Community Access Programme Card – classes, gym, pool etc. membership
(Updated July 2025)

Closing date for applications: 10th April 2026 – midday.

This post is subject to a satisfactory Protection of Vulnerable Groups (PVG) check (for vulnerable adults and children), two satisfactory references, and confirmation of your right to work in the UK.

How to Apply

To apply, please email your CV to:

Jo Wright, Building Operations Manager
wrightj@ericliddell.org