

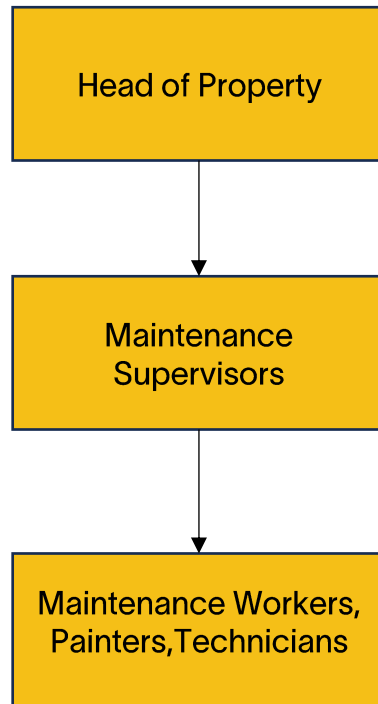
Right There

Job Pack
Property Clearance and
Maintenance Worker
(September 2026)

Preventing
homelessness,
one person
at a time

Job Purpose

Property Clearance and Maintenance Worker



The Property team is responsible for the management of a portfolio of over 600 properties of various size, predominantly in the Glasgow area and reaching into Edinburgh and the team includes general administration, maintenance workers, technicians and painters.

The Property Clearance and Maintenance Worker is part of the uplift and removal team and will carry out clearance and minor repairs of properties to provide a high-quality accommodation function facilitating and supporting Right There's vision of a world where everyone has an equal chance to create a safe and supportive place to call home as well as providing holistic support to people across Scotland

What does our team say?



Working at Right There that supports asylum seekers, refugees and people experiencing homelessness has been one of the most rewarding experiences I've had. It's given me a deeper understanding of compassion, resilience and the importance of community. I've learned how powerful a safe and supportive environment can be in helping people rebuild their lives, and the experience has helped me to be more patient, empathetic and confident in working with others from all walks of life. As an employee, I feel truly valued and appreciated which motivates me to give my best and continue making a positive difference every day. Everyone works together with care and respect under one roof. Every day brings new challenges and responsibilities but seeing the positive impact our work has on people's lives makes it all worth it.

Danny Brown, Maintenance Technician

About Right There



We are a charity that recently celebrated 200 years of standing alongside people in Scotland. Last year we supported almost 4,000 people to stay in their homes and stay connected to the people they love.

We provide tailored support for people, at home and in the community. We are here for people living with the effects of homelessness, poverty, addiction or family breakdown. We meet people where they are, with no judgement – walking alongside them and offering the right support at the right time.

Everyone's story is unique, and everyone's route home is different, so we tailor our response to the individual. Our approach is about building trusting relationships and nurturing people's strengths, and our 200 staff, mentors and volunteers are at the heart of it.

What We Do



For People

Through counselling, mentoring and coaching, we help people feel happier, safer and more confident to take steps to improve their own lives.



At Home

From emergency accommodation to supported and next-step housing, we provide safe and supportive places to call home.



In The Community

Through outreach, help to rent and family support, we help people live independently and build strong community connections.

Our Vision

A world where everyone has an equal chance to create a safe and supportive place to call home.

Our Mission

We meet people where they are in life with no judgement; walking alongside those who need support and preventing them becoming homeless or separated from the people they love.

Values

At the heart of Right There is our values. And we are proud to live these every day; to be the best we can be for those involved in our work.

Respect

We treat everyone the same way - with dignity and respect. You'll find no judgement here.

Integrity

We take great pride in having high standards and transparency about our goals and progress as a charity.

Compassion

We understand the importance of empathy, and the power of a shoulder to lean on.

Aspiration

We believe firmly in the goodness in people; their strengths and what makes them unique.

Reflection

We are always learning to be the best we can be.

Roles & Responsibilities

Uplift and Removal and maintenance repair responsibilities

- Carry out clearance of property contents including fixtures and fittings, furnishings, white goods, floorings, and consumables.
- Deliver furniture, white goods, flooring and consumables as required.
- Carry out basic clean of property on a clean as you go basis.
- Use Sanondaf products in initial clearance and on final check before handover .
- Keep all Right There vehicles clean and tidy using Sanondaf were required.
- Keep all Right There tools and equipment in good condition, report where items are damaged or need to be replaced.
- Look for ways to recycle /upcycle any equipment taken from properties .
- Make sure all waste is disposed of in a timely manner with the appropriate waste transfer notes in place .
- Work closely with Maintenance Supervisor advising on any timeline blockers to completion of property.
- Carry out minor repairs and maintenance works.
- Carry out general planned maintenance when required.
- Recording of time, materials and consumables used to carry out jobs.
- Ensure the Right There vehicles, tools and IT devices are kept in good condition.

Roles & Responsibilities (continued)

Compliance

- Risk assess all areas prior to any works commencing and use the correct PPE dependant on the level of risk.
- Ensuring works are carried out to a standard in line with Right There and contractors' standards.
- Ensuring compliance with all relevant health and safety legislation and report any safety concerns or incidents.
- Consistent adherence to all Right There's policies and procedures ensuring best practice and legal compliance
- Right There's policies and procedures.
- Requirements of external agencies and contractors.

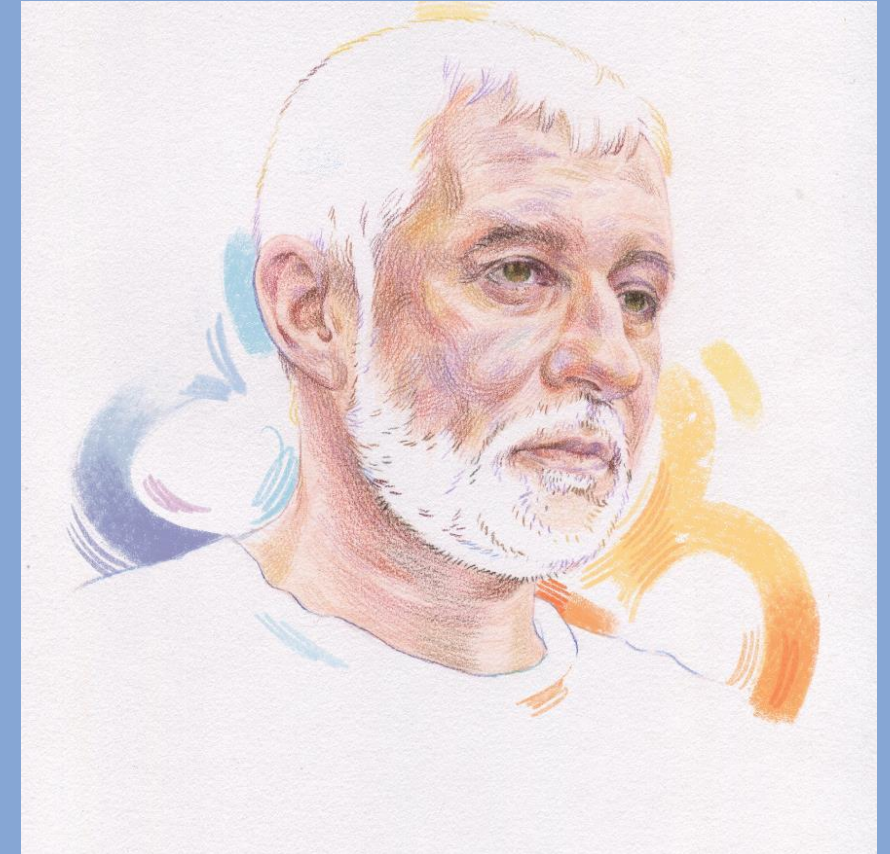
Maintenance Team Member

- Develop and maintain good communication and working relationships with line manager, colleagues, contractors and people we support
- Work cooperatively with others as part of a team demonstrating commitment to service objectives
- Have a high standard of professional integrity with colleagues and other providers
- Establish and uphold clear professional boundaries at all times.
- Be proactive in personal development, use feedback from others and identify own development objectives
- Attend and participate in training and engage in reflective practice to share learning experiences.
- Actively participate in regular team meetings providing valuable input and feedback to meet the needs of the Property Team and commit to its development and improvement
- Feedback on the review of organisational policies & procedures and local guidelines.
- Ability to work towards performance targets to achieve agreed result
- Promote Right There services through agreed mediums
- Represent the Right There brand following agreed ways of working, demonstrating values led behaviours, and taking pride in wearing the Right There uniform.

Essential skills & experience

WHAT YOU MUST BRING

- ✓ Experience of carrying out repairs and have good DIY skills
- ✓ Experience of carrying out labouring and cleaning duties
- ✓ Understanding of Health and Safety issues, working to a safe and high standard in line with legislative requirements
- ✓ Ability to ensure the service is delivered in accordance with housing legislation
- ✓ Ability to show initiative, effective time management, and work in a high paced environment
- ✓ Record use of time and materials
- ✓ Computer literate
- ✓ Flexibility with regards to working patterns
- ✓ Full valid driving license
- ✓ Ability to respond at short notice to crisis situations
- ✓ Ability to build relationships with colleagues and contractors
- ✓ Ability to understand and consider the views, concerns and needs of others when taking action
- ✓ Commitment to provide a safe environment for the people we support and our colleagues
- ✓ Commitment to training and professional development, including keeping up to date with all relevant legislation.



Desirable knowledge

Helpful skills, knowledge and experience that will strengthen delivery and compliment your essential skills.



- ✓ Health and safety training
- ✓ First Aid Certificate
- ✓ Other relevant training
- ✓ Current valid CSCS card
- ✓ Experience of working in a similar environment
- ✓ Awareness of issues surrounding homelessness
- ✓ Understanding the needs and right of the people we support

Role Details

Contract: Full time, permanent, 35 hours per week.
Salary: SCP 21-24 (£26,231-£28,531 per annum)
Reporting to: Maintenance Supervisor

- Working hours are 35 worked Monday to Friday between the hours of 8.00am to 4.00pm, with one-hour unpaid break.
- Your core place of work will be Rosemount Business Park, Unit E2, 141-145 Charles Street, Glasgow, G21 2QA
- You may be required to work from such other place as the organisation may reasonably require from time to time.
- Annual leave entitlement of 210 hours holiday (equivalent to 6 weeks) pro rata per year in the first year rising to 280 hours (equivalent to 8 weeks) pro rata per year in the second. This includes public holidays.
- All appointments are subject to a minimum of a 12-week probationary period.
- You will be automatically enrolled into the People's Pension provided you meet the auto-enrolment criteria.
- It is the nature of the work of Right There that tasks and responsibilities are, in many circumstances unpredictable and varied. All employees are, therefore, expected to work in a flexible way when the occasion arises.

How We Equip Our People to Thrive

01 Contractual benefits

- **Flexible working** around programme needs.
- **Above Real Living Wage** + Christmas/New Year rota overtime.
- **Jury duty** topped up to full pay.
- **Annual leave:** 6 weeks → 8 after year one; buy or sell 5 days.
- **People's Pension** from day one if eligible; employer and employee each contribute 5%.
- **Life insurance:** 4× salary through the YMCA scheme.

03 Development & wellbeing

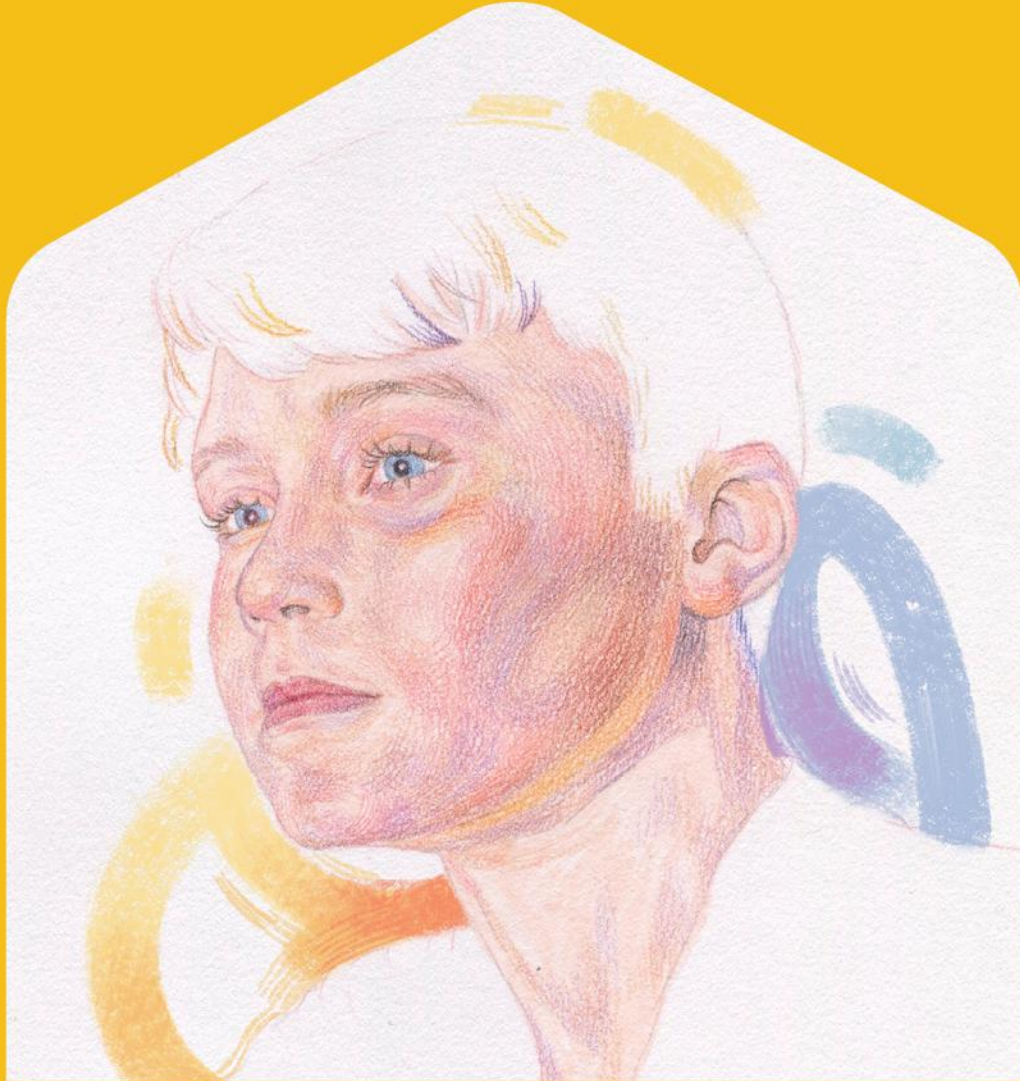
- **24-hour support** through our Employee Assistance Programme, Wellbeing Hub and self-care resources.
- **Mentoring platform:** take part as a mentee, mentor or both.
- **Learning and growth:** People First trauma-informed training plus an annual role-relevant development plan.
- **Funded qualifications:** SVQ levels 2, 3 and 4 for appropriate roles.

02 Enhanced leave

- **Maternity, adoption and shared parental leave:** 26 weeks full pay, then 26 weeks half pay.
- **Paternity leave:** 4 weeks paid.
- **Compassionate leave:** up to 5 paid days after a loss or serious illness of a loved one.
- **Neonatal care leave:** up to 12 weeks full pay for those who qualify, inclusive of statutory pay.
- **Parental bereavement leave:** 2 weeks full pay.

04 Everyday extras

- **Health Shield:** monthly plan with GP Anytime and support towards dental care, glasses, massage and physiotherapy.
- **Save and travel:** Cycle to Work and Glasgow Credit Union offers for people in Glasgow "G" postcodes.
- **Rewards:** £100 Refer a Friend payment (conditions apply).
- **Discounts:** Blue Light Card (£4.99 for two years; 15,000+ offers) and Company Shop.
- **Live events:** enter Concerts for Carers ticket draws.



www.rightthere.org
hello@rightthere.org

Follow us search 'Right There':



Thank you.

**Good luck with your
application.**

**For People.
At Home. In the Community.**