



Role	Maintenance Manager
Hours	0.4 FTE (hours can be worked flexibly across the week)
Contract type	Initial 6 months fixed term with potential for extension
Reporting to	CEO
Location	Leiston Abbey, Suffolk
Salary	Up to £25k per annum pro rata (depending on experience)
Holiday	25 days + bank holidays pro rata

JOB DESCRIPTION

Pro Corda is seeking a Maintenance Manager to care for our beautiful, heritage-listed site at Leiston Abbey. The Maintenance Manager will look after responsive repairs alongside planned maintenance, completing regular checks across each of our five buildings. They will liaise with specialist tradespeople where needed to resolve any issues, while fixing as much as they can hands-on. They will also work on a programme of continuous improvement of our buildings to lift the condition of our unique site over time - an essential part of our work as a leading music education provider.

Responsibilities:

- Carry out weekly site checks of all buildings to identify any issues requiring attention.
- Take charge of basic general maintenance tasks across the whole site. As the first port of call for all repairs, this will include undertaking multi-trade tasks across: carpentry; plumbing; plastering; tiling; painting & decorating; basic electrics; and general building repairs.
- Ensure all work complies with health & safety legislation, safeguarding standards, and internal policies.
- Complete risk assessments and maintain safe working practices at all times.
- Liaise with external contractors where specialist input is required, in close communication with the CEO for budget sign off.
- Create and manage a scheduled programme of works for the site to improve its condition over time.
- Ensure site security by robust maintenance of all locks, keypads and windows.
- Support grounds maintenance, including garden volunteers on occasion, if needed.



WHO WE'RE LOOKING FOR

As a small, ambitious charity, we are looking for an all-rounder who can manage all areas of the buildings and grounds with a hands-on approach. You will be self-motivated and passionate about improving the condition of our important historic site. You will be driven to deliver high-quality work within set budgets to achieve this.

Essential:

- 3+ years in a hands-on maintenance role. You may have training in a particular trade, while also being able to evidence experience of delivering work across other areas.
- A positive, self-motivated approach.
- Excellent problem-solving skills.
- Ability to turn your hand to a wide range of maintenance issues.
- Good communication skills, for liaising both with colleagues and clients, as well as external contractors.
- Take pride in delivering high-quality work.
- Full DBS clearance.

Desirable:

- Good relationships with a range of local tradespeople.
- Enjoyment of working alone as well as in a team.
- An interest in historic buildings.
- Experience of working on listed buildings, with awareness of necessary permissions.

How to apply Deadline

Please submit a CV and covering letter to miranda@procorda.com
12th April 2026