

Facilities Coordinator

"Choose a job you love and you will never have to work a day in your life" - Confucius

Vacancy Reference Code: 70/2019

Please quote this code on the application form

- **Reporting to:** Head of Facilities & Capital Development
- **Duration:** Permanent
- **Salary:** £17,000 - £22,000
- **Hours:** 35 hours per week across 5 days on a rota basis spanning 0800-2000 hours Monday to Sunday
- **Annual Leave:** 30 days per year plus bank holidays
- **Based at:** The Reader, Mansion House, Calderstones Park, Liverpool L18 3JB

About this Role

This is an exciting opportunity for a practically minded individual with a flair for coordination and maintaining standards. You will have held a similar role in the commercial, social enterprise or charitable sector and be able to demonstrate how this experience will translate to this new role. You will need to be flexible and willing to work with the whole team to solve problems we encounter as we grow. You will have a level of physical aptitude for basic maintenance tasks. You'll be able to demonstrate your adaptability and willingness to learn.

Key Responsibilities

Calderstones Mansion House is a beautiful Grade II Listed building sitting quietly in one of Liverpool's best loved parks for families and the local community. You need to work hard to coordinate work keeping the site safe, clean and tidy, and to contribute to the organisation meeting its legal obligations. We will be welcoming thousands of visitors each year and the safety and presentation of our site is paramount to their experience. You will be working as part of a motivated, hard-working team and duties will include:

- To ensure you have a sound understanding of The Reader mission, ethos and values and can translate them into your work.
- To coordinate health and safety procedures across the Calderstones site including; ensuring sufficient fire warden and first aid cover for the site, arranging additional training where required, and working with the Head of Facilities & Capital Development, review and update the H&S policy, investigating and recording accidents and recommending improvements in safety standards
- To act as point of contact on site when necessary for external contractors working on the site, including alarm engineers and security personnel, liaising with these organisations as required.
- Ensure risk assessments are carried out for each site at Calderstones, record results, and report findings and/or actions to management. Maintain a Risk Assessment register to ensure RAs are completed regularly in accordance with our policy.

Arrange regular training sessions to advise colleagues on the importance and procedure of RAs.

- To contribute to the opening and closing of the site where necessary, as part of the on-site facilities and operations cover.
- To maintain and add to the Planned Preventative Maintenance Schedule and coordinate routine inspections of TR's properties and hard/soft services, to determine defects/wear and tear, following up on actions as appropriate
- To carry out the day to day supervision of the cleaning team, including compile rotas, coordinate staffing levels and stock levels and develop effective performance to ensure a high standard of cleanliness is maintained across the site. Create a workplace culture within the team that is consistent with the organisation's values and ethos
- Develop and maintain good team work through working closely with the Operations Manager and the Building Manager.
- To undertake basic repairs and maintenance tasks, supporting the work of the Facilities Team and reducing pressure on the Building Manager and Facilities Assistant. You will be an extra pair of hands when we are busy. This will include lifting and carrying where necessary.
- To supervise Maintenance Volunteers in their work, ensuring safety, adequate standards and a good experience for volunteers.
- Promote a safe and effective working environment and take responsibility to ensure spaces look, operate and feel aligned with our values
- Any other duties as required by your line manager

Person Specification

<p>Knowledge/ Technical Skills</p>	<ul style="list-style-type: none"> • Has a proven track record of delivering co-ordinated activities and understands the importance of clear communication. Has demonstrable evidence of the ability to make effective decisions under pressure and takes responsibility for implementing them (E) • Is able to work collaboratively and across a number of internal teams, has sound judgement and is able to demonstrate practical planning, delivery, and the review of processes, while showing great attention to detail (E) • Excellent written and verbal communication skills and can confidently present ideas in a professional manner at all levels in the organisation (E) • Works well in a high-pressured environment (E) • Self-motivated, organised, and flexible with the ability to prioritise tasks to meet deadlines and operational requirements showing strong emotional resilience while working well in a high-pressured environment (E) • Able to take a level of responsibility – don't walk past problems (E) • Some experience of basic repairs and maintenance, and a desire to learn more (D) • Excellent working knowledge of Health and Safety related legislation and EHO requirements (D) • Experience of working in a Facilities/Health & Safety role (D) • IOSH Managing Safely qualified (D) • Proven experience in driving changes and improvements (D) • Experience and working knowledge of staff rotas (D)
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Special Circumstances	<ul style="list-style-type: none"> • You must be willing to learn about and align yourself with our ethos and values. You will have made an effort to understand the wider work of The Reader, and its social values. You will have a good understanding of the purpose and social mission of The Reader at Calderstones (E) • You must be willing to learn how to align practical Health and Safety and other concerns with our values, purpose and social mission (E) • Holds a full UK Driver's License and has access to a car (D)
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* E = Essential D = Desirable

How to Apply

- Note. Please do not just send in a CV. We will only consider applications that adhere to the following process -
- Visit www.thereader.org.uk and select the 'Get Involved Section' where you will be able to view the full job description, recruitment pack and download an application form. Please complete the application form and submit to kateharrison@thereader.org.uk

Deadline for applications: Monday 2nd September 2019, 9am.

- NB: applications arriving after 9am will not be considered
- A high volume of applications may make replies to everyone impossible.

Selection Process: If successful at shortlisting you will be invited to attend a panel interview. You may be required to complete a selection task at the interview if this is the case you will be informed of this prior to the interview date.