



Building & Facilities Co-ordinator

Job Description and Person Specification

Purpose of the job

- To manage and undertake all building and facilities matters
- To take responsibility for managing all aspects of Health and Safety within the Red Brick Building
- Help to take care of the building

This post reports to: Project and Enterprise Manager

Main Responsibilities

Building and Facilities

- Unlock and lock the premises as necessary
- Ensure that the building and grounds outside are maintained to a high standard
- Manage the repairs and maintenance to the building
- Manage cleaning staff
- Obtain quotes from, liaise with and manage contractors, ensuring work is carried out to standard and within budget
- Negotiate contracts with utilities suppliers ensuring best value
- Manage a pre-agreed maintenance budget
- Be a keyholder for the building and keep all keys for all areas of the building
- Liaise with tenants about all building matters
- Keep tenants informed of all building related matters
- Take out-of-hours calls for any emergency
- Take meter readings and providing them to the supplier
- Prepare inventories, managing furniture storage with RBB staff and tenants

Health and Safety

- Maintain the building to ensure it is compliant with Health and Safety law
- Maintain and reviewing Risk Assessments
- Carry out regular Health and Safety checks
- Maintain fire log, and arranging regular testing of the fire alarm system
- Ensure First Aid station remains fully stocked
- Assist with accident reporting and follow up any incidents
- Arrange and record Health and Safety training as required e.g. Fire Warden, Fire Risk Assessor, First Aid in the Workplace

- Keep up to date with the latest legislation
- Inform the Board of any specific issues

Day-to-day operation

- Help set up rooms, as necessary, for events including IT equipment
- Organise and liaise with IT support organisation

Person Specification

- Experience of site and buildings management
- Experience and understanding of Health and Safety requirements
- Efficient administration
- Attentive to detail
- Good communication and negotiation skills
- Good at building relationships, courteous to clients, co-workers and volunteers
- Confident, responsible, ability to work on own initiative
- Able to work flexible hours
- Able to manage multiple tasks in limited time and problem solve
- Be committed to the community-owned social enterprise and community sector

TERMS AND CONDITIONS

Employer: Red Brick Building Tenancy. Company number 30775R

Location: Morland Road, Glastonbury, Somerset BA6 9FT

Hours per week: 20 hours a week.

Days/Times: Days to be agreed, need to be available over 4 days. Need to be willing to work infrequent evenings and weekends.

Contract term: 12 months

Annual leave: 20 days plus 8 statutory holidays pro rata

Start Date: as soon as possible after interview

Remuneration: £19,500 pro rata

To apply: Please complete an application form and submit to enterprise@redbrickglastonbury.co.uk CVs will not be accepted.

Closing date: Monday 29th May 12 noon

Interviews: Week beginning 5th June