



NEW WORTLEY COMMUNITY ASSOCIATION

Job Description – Buildings & Maintenance Coordinator

22 hours per week – Rate of pay - £9.50 per hour

Application Process

Request an Application Form from Andrea Edwards – Chief Executive Officer

andrea.edwards@newwortleycc.org

Deadline to return application forms – Wednesday 16th December 2020

Interviews to take place week commencing 4 January 2021

Purpose of Role

To manage New Wortley Community Association buildings ensuring the security, safety, maintenance and general appearance of the Community Centre and Wellbeing Centre. Ensure they meet health & safety standards and that services meet the needs of staff and service users at all times. To oversee all aspects of building maintenance including any work carried out by appointed contractors.

To coordinate building usage including hire of the buildings and promote opportunities to hire our facilities

Management Supervision and Guidance

You will be responsible to the Operations Manager for your daily tasks and duties

Duties and Responsibilities – Facilities

- Opening up and locking up of the New Wortley Community Association premises
- Maintain a key register
- Maintain a building maintenance log and ensuring all servicing/checks are carried out within relevant timescales
- Attending the buildings out of hours to deal with emergency situations
- Accompanying personnel visiting the premises such as contractors
- Carry out regular building maintenance checks and identify/rectify signs of wear and damage
- Ensure necessary work is carried out including any work done by external contractors. Ensure inspections are carried out for completed jobs
- Setting up and clearing away of furniture as required
- General building maintenance such as painting and maintenance of fixtures and fittings
- Ensure waste is effectively disposed off
- Maintain a safe working environment with proper lighting, signage and access to the buildings
- Ensure emergency plans and evacuation plans are in place and updated regularly
- Ensure all facilities and activities have up to date, documented risk assessments
- Oversee security, fire prevention and operation of the alarm systems including regular testing.
- Ensure use of facilities is maximised by coordinating the room hire system and by actively promoting centre facilities
- Ensure accurate records (hire agreements/invoices) are kept for the hiring of facilities in line with the New Wortley Community Association Lettings policy

General

- Adhere to the New Wortley Community Association policies and procedures at all times
- Undertake any other duties as appropriate to the post or which may from time to time be reasonably determined by the Chief Executive Officer or Board of Trustees

NWCA reserve the right to vary or amend the duties and responsibilities of the post holder at any time in accordance to the needs of the business

NWCA are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We promote diversity to create a workforce that reflects the population of Leeds

A Disclosure and Barring Service (DBS) check against the Children's and Vulnerable Adults barred list will be carried out on preferred candidates