

STRATHERRICK AND FOYERS COMMUNITY TRUST

SFCT - CREATING EMPLOYMENT IN STRATHERRICK AND FOYERS

Contract role: **SFCT Estate and Facilities Officer**
 Accountable to: **Trust Manager**
 Responsible to: Stratherrick and Foyers Community Trust
 Hourly Rate: Job Share Considered - £13.64 per hour up to 15 Hours
 Hours of work: Minimum: 15 - 20 hours per week (Timesheets showing hours worked with any additional hours over and above minimum to be submitted and approved monthly)
 Holidays: 35 days (pro rata)
 Other benefits: Workplace pension

Notice period: This contract may be ended for any reason by each party giving 30 days notice.

Purpose

- To support the work of Stratherrick and Foyers Community Trust through efficient and effective maintenance of the Wildside Centre and other facilities.
- To contribute to the success of Stratherrick & Foyers Community Trust working with the Trust Manager and Directors to maintain credibility, best practice and transparency

Knowledge and Experience required to be considered for the post
 Essential (E) & Desirable (D) Criteria

The following are **Essential Criteria** (EC):

1. Able to manage own workloads and work with minimal supervision.
2. Good understanding of Facilities Management
3. Good understanding of real estate Statutory Legislation
4. Multi skilled for general maintenance duties
5. Organised and methodical
6. Punctual and reliable
7. Calm under pressure
8. Physically fit
9. Driving Licence and Vehicle
10. Respectful and able to respond to and engage with the Trust Manager, Directors, members of the community, contractors and other stakeholders appropriately.
11. Friendly, outgoing and polite.
12. Willingness to be flexible as contract will involve variable attendance and hours
13. Reasonable computer literacy and access to email and phone communication

The following **Desirable Criteria** :

1. First Aid At Work qualified

Duties

- Minor maintenance of buildings - Preventative and Reactive maintenance
- Manage with the Trust Manager complex repairs and maintenance tasks requiring specialist knowledge and skills.
- To provide key-holder service to allow entry to Community Groups and other users
- Manage heating and lighting systems.
- To ensure security of building and grounds when not in use
- To provide access and manage contractors and maintenance personnel as required
- To provide monthly water and electricity meter readings, weekly clean of property (with cleaner) including vacuuming, dusting, emptying of bins, cleaning of kitchen surfaces and sinks, cleaning and disinfecting WC's including floors, replenishing supplies of toilet roll, soap and handtowels, ensuring correct waste bins is placed for collection by Council, sweeping of external entrance and paths, litter picking of grounds and car parking, fire alarm tests and, when necessary, snow shovelling and salting to maintain safe entrance and walkway.
- Some minor gardening and plant maintenance works including tasks such as the changing of light bulbs and fixing leaks
- Order cleaning supplies and equipment and maintain an appropriate stock at all times
- Ensure users clean and maintain the building after use and cleaning when appropriate.
- Staff (cleaner) supervision and management

OTHER DUTIES

- Member of event planning group and assume responsibilities given
- Support to Project/steering groups
- Administrative support (scanning and forwarding letters received and Wildside bookings)
- Notify the Trust Manager when major repairs or structural issues are required

- External contractor suitability, management and assurance
- Ensure compliance with legislation in terms of Statutory Legislation, Health, Safety and Environmental Management etc.

QUALIFICATIONS REQUIRED

No specific qualification is required for this role but the applicant must be able to demonstrate good general practical and maintenance skills needed for this role and possibly had a similar role in another facility. IT skills will be required.

SPECIAL REQUIREMENTS

The post holder will be required to vary his/her personal working hours according to the requirements of the job which includes out of normal hours working. The post holder will be required to work evenings as required.