

**Age UK Leeds**

**Job Description**

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| **Job Title:** | **Building Maintenance Coordinator** |
| **Working Hours:****Accountable to:** | **28 hours per week** **Finance Director** |
| **Responsible for:** | * No direct line reports – *responsible for coordination and management of contractors commissioned to maintain the Bradbury Building*
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| **Location:** | **Bradbury Building, Mark Lane, Leeds.** |
| **Job Purpose:**  | * Bradbury Building – maintenance (e.g. cleaning, heating and water systems, alarms etc) and day to day oversight of the premises
* On-site co-ordination and oversight of contractors undertaking building maintenance, repairs and improvements
* First point of contact for external groups that have booked the use of the facilities offered within the Bradbury Building
* Health and Safety – support the management team to maintain up to date systems, policies and procedures that enable/maintain compliance
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**Duties and Responsibilities**

**Manage Quality**

* Ensure that the Bradbury Building is well maintained and adheres to highest standards with regards to cleanliness, health & safety etc
* Ensure that all relevant concerns and complaints are investigated and resolved in accordance with Age UK Leeds policy and procedures.
* Ensure that Risk Assessments are completed prior to the commencement of a service/activity/event and are regularly reviewed as appropriate

**Compliance with legal requirements**

* Ensure that activities are delivered in compliance with all aspects of the Health & Safety at Work Act and Age UK Leeds policy.
* Carry out Health & Safety checks/ procedures including risk assessments, workplace inspections, fire evacuations, weekly fire alarm and emergency lighting checks and Legionella management.
* To be a nominated fire marshal, completing fire induction training with new starters when required by Operational Managers.
* To be a nominated/trained First Aider providing on-site first aid assistance as required
* Ensure that services are compliant with Equality and Diversity legislation and support the Age UK Leeds approach to a broad, visible diversity and equality agenda and to ensure that services take account of the needs of the whole community.
* Ensure that all relevant information is maintained securely in line with Data Protection legislation and guidance.
* Where applicable uphold Age UK Leeds Safeguarding and Domestic Violence and Abuse policy and procedures.

**Provide excellent services**

* Act as first point of contact in relation to general issues, such as premises, technology, telephony, CCTV and support campaigns, and events held in the Bradbury Building as required.
* Provide *on the day* support to external hirers using the Harrison Room, Community Hub and meeting room – setting up and clearing the rooms are required
* Ensure that the services/activities providedpromote welfare and independence, and actively uphold equality,dignity choice and control**.**

**Effective Coordination**

* Coordinate and oversee contractors undertaking building maintenance, repairs and improvements
* Hold financial and budgetary management responsibility commensurate with the role inline with agreed delegation of authority
* Maintain of asset registers, management of keys and maintaining mobile phone/ IT equipment inventories
* Source office equipment and ensure necessary stocks of resources are maintained (including first aid kits)
* Oversee the Facilities email and respond to enquiries promptly

**Communication and engagement**

* Build effective relationships with contractors, stakeholders and networks within communities, the Local Authority, other providers and charities.
* Attend networking and promotional events as appropriate.

**General**

* To support the Age UK Leeds approach to a broad, visible diversity and equality agenda and to ensure that services take account of the needs of the whole community.
* Actively develop and promote a positive culture based on the values of the organisation.
* To work in accordance with health and safety at work practices at all times
* Be involved with wider organisation activities

**No job description can be entirely comprehensive and the job holder will be expected to carry out such other duties as may be required from time to time and which are broadly consistent with the job description and status of the post within the organisation**

**Person Specification: Building Maintenance Coordinator**

**Experience**

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| **Essential** | **Desirable** |
| Experience of premises management | Experience of working in the charitable sector |
| Proven organisational ability |  |

**Qualifications**

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| **Essential** | **Desirable** |
| GCSE Grade A-C English and Maths (or equivalent) | Relevant professional qualification |

**Skills**

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| **Essential** | **Desirable** |
| Excellent organisational skills | Ability to contribute to the development of guidelines, policy and procedures |
| Good customer service skills |  |
| Good IT skills  |  |
| Good written and oral communication skills |  |
| Good interpersonal skills and ability to communicate with a wide range of people |  |
| Ability to prioritise workload, work proactively on own initiative and to work flexibly as part of a team |  |

**Knowledge**

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| **Essential** | **Desirable** |
| Knowledge or understanding of health and safety in particular the relevant legislative frameworks that apply to Age UK Leeds | Knowledge of business continuity planning arrangements |
| Knowledge and understanding of the needs of older people in Leeds and the issues which affect them |  |
| Knowledge of premises management processes and procedures |  |

**Attitudes/Values**

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| **Essential** | **Desirable** |
| Committed to the values of Age UK Leeds |  |
| Positive work ethic: customer facing, professional, enthusiastic, dependable, conscientious |  |
| Honest, accountable and treats everyone with care, sensitivity and respect |  |
| Open and approachable |  |
| Committed to delivering services and events with pride, passion and professionalism |  |
| A personal commitment to equal opportunities and diversity |  |
| Forward thinking and open to new ideas |  |
| Willingness to work flexibly in response to the demands of the role |  |