



Job Description

Post: Caretaker and Facilities Officer

Salary Range: SCP 11 – 13 (£23235 - £24175)

Full-time/Part-time/Sessional: Full time 37 hours

Responsible to: People and Resources Manager

Responsible for: NA

Vision

Inspiring youth services that young people want to be part of

Mission

Supporting young people to enjoy today, prepare for tomorrow and become the people they want to be.

Context

Youth Connect South West was launched as a Public Service Mutual, limited company and registered charity in the South West of England in November 2019.

Purpose of Job

To assist the People and Resources Manager in providing a range of services to ensure the smooth, day to day operation of three sites - Southside Youth and Community Centre, Radstock Youth Hub, Bath City Centre. The role includes security, caretaking, general maintenance, cleaning and occasional out of hours key holding.

Youth Connect South West Accountabilities and Responsibilities

1. To assist the People and Resources Manager in providing effective services for all occupiers of the Southside, Radstock and City Centre building and other buildings we may use.
2. A general understanding of health and safety and the need for risk management in relation to caretaking duties, which include emergency cleaning.
3. Security of buildings, including the checking of the CCTV and monitoring Southside car park to ensure it is used appropriately by the public.
4. Undertake regular Health & Safety and Fire Regulation checks including the conduct of periodic emergency evacuation procedures, ensuring that the People and Resources Manager is advised immediately about any problems so that urgent remedial action can be taken.
5. Acting as a contact officer for the reporting of maintenance and repair problems, ensuring these are recorded and remedial action promptly arranged, escorting contractors on site and monitoring the safety of their working practices, reporting where possible on the quality of their work to the People and Resources Manager.
6. To undertake outside maintenance (not grass cutting) including daily checks and litter picking.
7. Moving and setting up furniture and equipment in halls and meeting rooms (in liaison with the Business Team) and clearing up those rooms after use.
8. To ensure the current waste disposal and recycling services are available and utilized to ensure a clean and environmentally friendly environment.
9. To undertake general maintenance duties this includes building redecoration and repairs which do not require electrical or gas certification.
10. To maintain the vending machine at Southside, this include the purchase of necessarily snacks and filling up the machine.
11. To assist the People and Resources Manager with key holding duties as required, to act as a key holder responding to out of hour alarm system activations, this can be claimed back using flexi leave or overtime if required.
12. To be able access emails, Microsoft word documents and spread sheets.
13. Contribute to the YCSW Vision, Mission and Values.
14. Help ensure YCSW is responsive to community needs and that equalities issues are identified and addressed effectively.
15. Ensure that young people and vulnerable adults within the organisation are safe and follow agreed procedures where it is necessary to make safeguarding arrangements or child protection referrals.

Relationships

The post holder is expected to develop and maintain positive relationships with individuals and organisations to ensure that Youth Connect South West can collaborate with others to deliver effective community work. In particular, the post holder will need to have positive relationships with the following:

- **Internal** – Colleagues, Managers, Board Members, Young People
- **External** – Room hirers, BANES Council, Local Community, Contractors

Responsibility for Staff and Resources

The post holder will be responsible for:

- Ensuring that Southside Youth and Community Centre, Radstock Youth Hub and Bath City Centre is safe for all staff, visitors, and young people.

Working Environment

- The post is based at the Southside Youth and Community Centre or Radstock Youth Hub.
- You are required to work at all sites including Bath city centre once per week/fortnight as needed.
- It is essential that the post-holder can travel independently within Bath and North East Somerset.
- A clean driving license and own transport is desirable.

General expectations

- YCSW is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment and duty. It is an essential requirement that staff are aware of the safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.
- It is a YCSW requirement that applicants for this post obtain a satisfactory DBS certificate. Staff also have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
- The post holder will be expected to adhere to YCSW equalities and health & safety policies and practices.
- The post holder will need the personal resources to work within a demanding environment and to support staff to do likewise.
- All staff are expected to show a commitment to their own professional development.

PERSON SPECIFICATION

POST TITLE: Facilities Officer

DATE PREPARED: April 2024

Requirements	Essential Evidence of	Desirable Evidence of
Education and Training	<ul style="list-style-type: none">▪ Completed manual handling course or prepared to undertake course.▪ Fire warden training or prepared to undertake course.▪ Good standard of general education.	<ul style="list-style-type: none">▪ A technical craft qualification.▪ Control of Substances Hazardous to Health▪ Health and Safety Institution, Occupation Safety and Health certification or prepared to undertake course.▪ Building Managers IOSH
Experience	<ul style="list-style-type: none">▪ Practical DIY	<ul style="list-style-type: none">▪ Relevant experience of building management and caretaking
Skills and Knowledge	<ul style="list-style-type: none">▪ Practical DIY skills▪ Awareness of health, and safety and the need for risk assessments and management in relation to Caretaking.▪ Proactive response to managing and dealing with	<ul style="list-style-type: none">▪ Knowledge of current health and safety legislation and risk management in relation to site management.

	<p>issues and problem solving.</p> <ul style="list-style-type: none"> ▪ Word processing and use of spread sheets (training will be given) 	
Abilities	<ul style="list-style-type: none"> ▪ Ability to communicate clearly and work as part of team. ▪ Commitment to the job by always being on time for work and meetings. ▪ Excellent customer care and interpersonal skills. ▪ Reliable and organised in the way that you work. 	
Other Requirements	<ul style="list-style-type: none"> ▪ Ability to move furniture and equipment. ▪ Flexible approach to work and to working hours. ▪ Available for alarm call outs outside of normal working hours. 	