



# KINGSHILL

◊ ARTS AND MEETING CENTRE ◊

**1. JOB TITLE:** Facilities/Estates Co-ordinator – [104 hours per month – regularly working between 8 a.m. to 5 p.m. Monday-Friday, however, there will be a requirement to work outside these hours for occasional evening and weekend cover]

**2. JOB PURPOSE:** to assist General Manager with day to day upkeep of the building including portorage, minor grounds maintenance, minor repairs and maintenance, health and safety as well as key holder responsible for the security of the premises and to be on call out as necessary.

**3. MANAGEMENT:** In the first instance ongoing management is provided by the General Manager.

**4. OTHER RELATIONSHIPS:**

**Internal:** Liaises with colleagues, particularly GM.

**External:** Contractors, organisations willing to promote House, general public, users of and visitors to the House

**5. KEY DUTIES AND RESPONSIBILITIES:**

- To be available to open and close the building on working days and evenings/weekends in agreement with colleagues.
- To undertake regular site visits / inspections ensuring on-going compliance, quality and high standards of our premises
- To organise and check repairs and maintenance – carry out basic DIY tasks
- To undertake portorage duties for room set-ups as required in the building
- To be prepared to act as a one of the main Key Holders and be a point of contact in an emergency callout situation and to be prepared to be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site out of office hours or weekends.
- To respond appropriately to emergencies or urgent issues as they arise and deal with the consequences.
- Respond to, and resetting of, the House alarm, liaising with Police and alarm company. Checking and securing the premises subsequent to out of hours intruder alarm activation.
- To undertake regular risk assessments (incl. fire risk assessments)
- To co-ordinate external contractors, maintenance works and monitor service standards
- To monitor annual expenditure and agreed budgets, checking and approving invoices for payment within delegated authority
- To prepare and maintain a tracking log and arrange all regular mandatory maintenance works that are to be carried out including Risk Assessments, Fire Risk Assessments, Fire Extinguisher checks, Emergency Lighting testing.
- To prepare a schedule of all regular equipment and supplies required to ensure supplies are replenished.



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- To provide regular reports as may be required.
- To be responsible for stock control within organisation;
  - bar stock – providing weekly reports to appropriate Trustee so that checks are maintained on what is sold and to assist with re-ordering procedures
  - refreshment supplies
  - cleaning consumables
- To be willing to act as bar person/representative for the House for events, day or evening, as agreed in advance with colleagues.
- To assist with the promotion of events at KH and distribute posters to local shops/organisations as agreed with colleagues.

## 6. ESSENTIAL SKILLS:

- To work collaboratively alongside colleagues to ensure smooth day-to-day operation of Kingshill House.
- To have strong, organisational skills and experience of working to deadlines.
- To have a friendly, cheerful manner and an optimistic, can-do attitude. A belief and commitment to high-quality customer service (as a large part of the job involves liaising with the public both in person and over the phone).
- To be capable of working without day-to-day supervision and of resolving on their own initiative a wide range of different problems that might arise in the course of the House's business.
- To have an enthusiasm and willingness to work occasional evenings and weekends
- To have a flexible approach to the changing demands of the post.
- To be able to talk to visitors, answer questions and help our audience find their way around the centre and to act as an ambassador for the organisation when dealing with all visitors and callers.
- The applicant will require access to a vehicle and hold a clean driving licence.