



Job Description

Post:	Facilities Coordinator
Salary Scale:	£14,577 pro-rata of a full-time salary of £24,294 (NJC pay-scale SCP 7)
Hours:	21 hours per week (full time being 35 hours per week)
Employed by:	Victoria Baths Trust and Victoria Baths Trading
Reporting to:	Facilities Manager

Purpose

To ensure that Victoria Baths is secure, safe, clean and tidy, to physically assist with events and complete basic maintenance. This is a hands-on role.

Responsibilities

1. Act as a key-holder, providing access to the building for contractors, users and visitors and supervise contractors undertaking work on the building. Provide Health and Safety visitor induction as required.
2. Participate in event preparation, setup and takedown. This involves clearing/cleaning rooms and manual handling of furniture and equipment, including some lifting and carrying of heavy items.
3. Complete health, safety and security compliance checks.
4. Complete building and equipment checks, including carrying out basic maintenance and repairs when appropriate.
5. Monitor supplies of consumables e.g. cleaning supplies and reorder as required.
6. Use initiative to work independently, as well as part of the whole staff team, to ensure the upkeep of the site.
7. Any other tasks that may reasonably be required from time to time.

Work-related Conditions

Promoting equality, diversity and inclusion in all aspects of the business.

To identify own training needs and take part in regular performance reviews with the Facilities Manager.

To work flexible hours with some weekend and evening work including, for example, meetings.

To be included on the list of staff who respond to alarm / emergency callouts.

Person Specification

ESSENTIAL:

1. Practical experience of room/event setup, takedown and cleaning.
2. Evidence of relevant Health and Safety training and experience.
3. The ability to work without direct supervision and use time effectively, including organising and scheduling tasks, and prioritising in response to changing demands.
4. Problem-solving skills for addressing safety and maintenance concerns.
5. Practical ability to complete basic building maintenance skills, including minor plumbing, carpentry, decorating and gardening.
6. Positive customer service and verbal communication skills, for dealing with colleagues, volunteers, visitors and contractors.
7. Basic use of Microsoft Office 365, including spreadsheets, emails and online documents.

DESIRABLE:

8. An understanding and appreciation of Victoria Baths, its structure, history and architectural and historic significance.
9. Experience of working in a similar role in a heritage building.