

## Job Description 2021: Facilities Convenor - 20 hrs/week

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| Job title   | <b>Facilities Convenor</b>  |
| Department/Section  | <b>Preservation Area</b>  |
| <p>Main purposes of job</p> <ol style="list-style-type: none"> <li>To facilitate the development and maintenance of our Grade II* Listed building and other structures on the estate and to collaborate with other workers in the Preservation Area</li> <li>Collaborate with the Community Meeting to develop and enhance our education programme</li> </ol> | <p>To offer oversight of the condition of the property.</p> <p>To create and cost a property maintenance plan and submit to the Community Meeting and Trustees (Committee of Management).</p> <p>To research and secure all necessary permissions and to abide by their conditions.</p> <p>To develop grant applications as agreed with CoM</p> <p>To collaborate with the Trustees of the Society, your colleagues in Admin and the Community Coordinator to create a development vision for Braziers Park's property.</p> <p>To work in collaboration with the Handy Person to ensure all maintenance is done in accordance with the Listed Buildings Regulations, Health &amp; Safety legislation and our environmental policy.</p> <p>Help us work towards environmental sustainability wherever possible and encourage others to do the same.</p> <p>To ensure the property is kept in good decorative order.</p> <p>To ensure all spending is in agreement with the Treasurer and spending plans.</p> <p>Working with volunteers is an important part of this job. This could involve induction of volunteers and teaching them skills: keep a record of any training given.</p> <p>All our residents and workers are asked to consider how they could support our Education programme: this might be by direct teaching, but equally could be through hosting and friendly interaction with our course participants, perhaps by explaining Braziers or community living.</p> |
| <p>Key tasks</p> <ol style="list-style-type: none"> <li>Address on-going insurance and maintenance needs and meet emergency needs</li> <li>Work with volunteers</li> <li>Maintain equipment and white goods etc.</li> <li>Assist the Preservation Area</li> </ol>   | <p>To collaborate with the Business Administrator to ensure appropriate insurance cover is in place at all times, and with the Handyperson on workload and priorities including work with other colleagues engaged in maintenance. To engage outside contractors as required, clearing financial arrangements with the Treasurer.</p> <p>To liaise with incoming services eg. chimney sweep, PAT tester, fire department, heritage specialists etc.</p> <p>To work with volunteers and other residents when appropriate and ensure they are working safely according to H&amp;S regulations.</p> <p>To obtain quotes from outside contractors for minor specialist and major project work, advise on replacement equipment, ordering and installing as required and in line with budgets.</p> <p>To assist with running the woodchip boiler and submitting the RHI returns and possibly applying for land-based grants.</p>   |
| <p>Key results/objectives</p> <ol style="list-style-type: none"> <li>Acting as the Landlord's Representative, respond appropriately to ensure that accommodation for all residents, whether tenant, lodger, volunteer or employee, meets basic standards.</li> <li>To work towards an improving state of</li> </ol>   | <p>In addition to points above:</p> <p>Liaise with the Trustees (&amp; Treasurer) and the Community Meeting on valuations and lettings, advertising vacant rooms: respond to initial enquiries and arrange and carry out viewing as required.</p> <p>Balance the need to recruit the right people and manage the void rate to ensure timely turnover of rooms and consistency in rental income.</p> <p>Check references, paperwork &amp; liaise with the Trustees over contracts of incoming residents</p> <p>Make basic inventories of the lettable rooms and liaise with the Hospitality Area to check room are kept up to a lettable standard.</p> <p>Inform the Trustees promptly of any potential hazard or major deterioration in any building and ensure adequate, clear signage is in place for guests' and residents' safety.</p>  |

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| <p>maintenance on the estate with a view to increasing rental income from lodgers and educational uses</p> <ol style="list-style-type: none"> <li>3. Keep up with Fire &amp; tenancy checks.</li> <li>4. Estate-vehicle management (if any)</li> <li>5. To live and work in a harmonious self-managing group</li> <li>6. To support Braziers' education, research and public benefit</li> </ol> | <p>In consultation with colleagues, attend to paintwork and other redecoration tasks to counter deterioration and preserve Braziers' attractiveness to guests and residents.<br/>Make and report meter readings for electricity use and water use, including properties on Braziers Lane.</p> <p>In addition, your work could involve consultation with historic buildings specialists, and Braziers' Members who take a legitimate interest in the property.<br/>Manage work time in liaison with the Handyperson and the Community Meeting to ensure the hours required by the post are fulfilled, as well as attending to any emergencies. Be involved in the recruitment of other maintenance employees.</p> <p>Carry out the Fire Warden role including alarm testing of call points and log and organise ongoing checks such as electrical, fire, water that are legally required and to act on these recommendations in a timely manner. Carry out brief inspections of the property monthly to stay on top of new maintenance issues and watch for deterioration. Ensure all resident rooms meet basic legal requirements.<br/>Ensure the effective provision of internet facilities.</p> <p>Ensure any estate vehicle is in good working order and legally compliant.<br/>Attend morning meeting on workdays.<br/>Be prepared to lead morning meeting once a week.</p> <p>Attend area meetings and at least 80% of weekly community meetings<br/>Attend training and induction sessions as appropriate.<br/>Demonstrate a commitment to community living by abiding by Braziers Park <i>Code of Conduct</i> and <i>Expectations of being a member of the resident community</i></p> <p>Although it is expected that most of your working hours will be engaged in your primary role, you may at times be asked to support our courses and venue business in other ways, for instance hosting guests and keeping public rooms clean during guest weekends.</p> <p>Our Education Convenor will look to the Community Meeting for support in creating and offering an annual programme of events. Braziers expects all residents and workers to contribute to this.<br/>We have periodic open days and all residents and workers are expected to contribute to these.</p> <p>Learn about and help to develop the aims of Braziers Park School of Integrative Social Research (BPSISR)</p> |
| <p>Responsible for staff/equipment</p>  | <p>You will share responsibility for the correct use, maintenance and safe storage of tools and machinery. You may be required to complete COSHH training, H&amp;S, manual handling and other relevant training.<br/>As a community, we are responsible for each other's emotional and physical wellbeing.<br/>All residents share responsibility for the furniture, fittings, equipment and other property belonging to BPSISR and for the security of buildings.</p>  |
| <p>Reporting to...<br/><br/>(name and title of line manager)</p>  | <p>You will work in collaboration with the Handyperson and the Preservation Area. You will share the responsibility to co-manage effectively through the Community Meeting.<br/>You will be employed by BPSISR Trustees (Committee of Management). CoM will expect you to complete timesheets and attend periodic review meetings. CoM rarely does so, but reserves the right to directly manage your job role.</p>   |