

Job Description: Facilities Convener, residential - 16 hrs/week
updated 22.12.23

Job title	Facilities Convener, residential
Department/Section	
Main purposes of job	To ensure the buildings and their facilities are maintained and improved.
<p>Key tasks</p> <p>1. General property management</p> <p>2. Contractor management</p>	<ul style="list-style-type: none"> • Work with the maintenance team to create and cost a property maintenance plan including planned and reactive maintenance and submit it to the Community Meeting and Trustees (Committee of Management). • Assist the maintenance team with prioritising work. • Offer oversight of the condition of the property and report on condition of the property. • Carry out brief periodic inspections of the property to stay on top of new maintenance issues and watch for deterioration. • Inform the Trustees of any potential hazard or major deterioration in any building and ensure via Community Co-ordinator that adequate, clear signage is in place for guests' and residents' safety. • Ensure all maintenance is done in accordance with Listed Buildings Regulations, Health and Safety legislation and our Environmental Policy. • In consultation with colleagues, attend to paintwork and other redecoration tasks to counter deterioration and preserve Braziers' attractiveness to guests and residents. • Ensure the effective provision of internet facilities. • Ensure any estate vehicle is in good working order and legally compliant. • Manage and report meter readings for electricity use and water use, including properties on Braziers Lane. • Carry out the Fire Safety Officer role. • Oversee H&S with the relevant officers • Liaise with incoming services, e.g., chimney sweep, PAT tester, fire safety auditors, heritage specialists etc. • Engage outside contractors as required, clearing financial arrangements with the Treasurer. • 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>Key results / objectives</p> <p>1. To support the maintenance team by liaising with the finance team and outside contractors</p> <p>2. To have oversight of the buildings and facilities, so they are well cared for and maintained</p>	

<p>3. To live and work in a harmonious, self-managing group</p> <p>4. To support Braziers' education, research and public benefit</p>	<ul style="list-style-type: none"> • Attend morning meeting on workdays. • Be prepared to lead morning meeting once a week. • Attend area meetings and at least 80% of weekly Community Meetings. • Attend training and induction sessions as appropriate. • Demonstrate a commitment to community living by abiding by the Braziers Park <i>Code of Conduct</i> and <i>Expectations of being a member of the Resident Community</i>. • 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. • 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. • We have periodic open days and all residents and workers are expected to contribute to these. • You will learn about and help to develop, through the Sensory / Executive process, the aims of Braziers Park School of Integrative Social Research (BPSISR)
<p>Responsibility for other people and equipment</p>	<ul style="list-style-type: none"> • As a community, we are responsible for each other's emotional and physical wellbeing. • All residents share responsibility for the furniture, fittings, equipment and other property belonging to BPSISR and for the security of buildings.
<p>Reporting to:</p> <p>Treasurer and Community Meeting</p>	<ul style="list-style-type: none"> • You will work in collaboration with the Finance Team, the Community Coordinator and the Community Meeting. • You will share the responsibility to co-manage effectively through the Community Meeting. • You will be employed by BPSISR Trustees. The 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.