



New Position

Facilities Officer for King George V Playing Fields and Hall

This is a new part-time role to be part of a small, friendly and motivated team to manage this important village asset. The role is ideally suited to someone who will take pride in and get satisfaction from improving the presentation of the facilities and generating a positive welcome.

Outline

The main tasks will be to partner and support the General Manager in the day-to-day smooth running of the site and to be in contact with visitors and hirers as necessary.

The need is for an experienced, conscientious and flexible individual to have 'hands on' responsibility for practical matters involving the building and grounds. This will be principally the maintenance of the building, and grounds facilities but also to support visitors and hirers who may need help, for instance setting up.

It is likely some hours will occasionally be early in the day (e.g. 8.00am for opening the Hall for contractors or accepting deliveries) and thus the post would probably best suit someone living locally.

The post holder will need to be willing to address matters that may arise and liaise with other members of the team. All members of the team will be part-time, and the post-holder will need to be part of a rota to allow the site to be continuously staffed as far as possible during normal hours, including weekends. The successful applicant will be invited to take up the role as soon as possible. Funding for this post has been made available by Effingham Parish Council.

Tasks and duties

The individual will report to the General Manager and be responsible for:

- Attending to planned maintenance issues which arise for the building e.g. preparing for contractors, setting them on, attending to their requirements, snagging and signing off
- Attending to any needs of the regular contracted grounds maintenance companies, cleaning companies and others
- Dealing in a hands-on way with unexpected urgent problems of plumbing,

heating, electricity etc

- According to level of skill: mending and/or repairing jobs, for instance replacing fuses, light bulbs, starters; changing notices and banner notices, small carpentry jobs or similar etc
- Dealing in a hands-on way with occasional issues arising such as (for instance) jet-washing to remove excessive mud on paths, salting surface icing of the car park, cutting back occasional inconvenient hedge growth at boundaries etc; edging out paths; any other litter / cleanliness / vandalism issues etc - this list will always remain open!
- Preparing indoor rooms / furniture / AV systems / acoustic partition wall for booked hirers as per the Bookings Diary; with others in the team, being available to show potential hirers the facilities; opening up and closing if necessary; checking for alarms; monitoring use of keys
- Ensuring outdoor hirers have the access and equipment they need, for instance to changing rooms, cones, ropes, nets and clips etc
- Continuously monitoring the fabric of the building and the outdoors facilities. This includes some regular inspections such as Fire Safety, Playground Safety, Tree Safety etc
- Continuously monitoring the safety and the security of the building in order to identify and address problems without delay; being on the call list (with others) which receives automatic alarm notifications by phone
- Monitoring users of the facilities to ensure they are behaving in accordance with the terms of their hires or with the general requirements for visitors to the site
- Monitoring use of the car park and access to the overflow car park
- If necessary, be responsible for work in the grounds and providing cover over early mornings / weekends as part of a rota.

Hours and Salary

The role is part time with an anticipated 12 hours per week; exact hours and salary to be agreed. The hours can be arranged to suit the post-holder so long as the duties of the post and the rota are covered.

Attributes†

Practical DIY, gardening and/or maintenance skills

General knowledge of and interest in how to maintain buildings

Ability to maintain confidentiality at all times and be a person of integrity

Have a flexible approach to working hours

Be sympathetic to the needs of others and of a 'can-do' disposition



Have a positive attitude to personal development and training
Good interpersonal skills

Interested?

To find out more or discuss details of this post, please contact the Chairman of the Trustees in confidence on trustees@evrt.org.uk or leave a letter with your contact details marked 'Confidential - for the attention of the Trustees' at KGV Hall, Browns Lane, Effingham, Surrey, KT24 5LG. To apply, please send in your CV as above.

Closing date for applications 02 December 2019

Date for interview to be arranged.

The Managing Trustees
1 November 2019

† Please note – the Facilities Officer position requires a high degree of physical mobility to inspect and manage all areas of the buildings, grounds and woodlands effectively. EVRT welcomes applications from those with all forms of disability, however, this position qualifies as being exempt from the Equality Act 2010 where a disability would mean that safety or operational efficiency would be jeopardised.