

**JOB ROLE AND RESPONSIBILITIES – PREMISES AND VEHICLES COORDINATOR**

EMMAUS BRISTOL MISSION

1. Emmaus Bristol works with formerly homeless and other socially excluded people so that together we can gain control of our lives, and discover our common purpose to help others in need.

EMMAUS BRISTOL VISION & VALUES

2. We are working together towards a world where every person is valued and respected, without injustice or distinction.

3. We believe in:

* Honesty - Being transparent and honest in all our dealings
* Solidarity - Looking outwards to support those in more need than ourselves
* Empowerment - Helping others to understand and achieve their true potential
* Sharing - Resources, skills and learning
* Supporting - Fostering and cherishing lifelong interdependence
* Working - to contribute and grow

EMMAUS BRISTOL STRATEGIC OBJECTIVES 2014-17

4. All current Emmaus Bristol strategic objectives are to be completed by 31 December 2017:

1. Ensure Emmaus Bristol becomes financially and organisationally robust and demonstrates solidarity.
2. Provide accommodation for 30 companions and provide opportunities and support for external companions.
3. Improve the quality of support, engagement and empowerment offered to our stakeholders.
4. Increase our profile through marketing in order to:
   * generate funds and support
   * develop the business
   * challenge injustice
5. Campaign locally and nationally with Emmaus UK and other Communities to bring about positive change for socially excluded people.
6. Influence, support and promote the work of Emmaus International.

JOB PURPOSE

5. The purpose of the Premises and Vehicles Coordinator post is to carry out routine health and safety checks, book health and safety training, ensure buildings are maintained and carry out vehicle and driver checks.

ORGANISATIONAL DIAGRAM:

Board of Trustees

CEO

Marketing and Donations Officer

Social Enterprise Manager

Community Administrator

Support Worker

Finance Manager

Vintage/ eBay assistant

Premises & Vehicles Coordinator

JOB ACCOUNTABILITY, RESPONSIBILITY & AUTHORITY:

6. The Premises Coordinator is accountable to Emmaus Bristol’s Social Enterprise Manager; the Social Enterprise Manager is the Premises Coordinator’s Line Manager.

7. The Premises Coordinator does not have line management responsibilities but will work alongside, and oversee the work of companions and volunteers who help with maintenance, vehicles and H&S.

## RELATIONSHIPS

## 8. The Premises Coordinator is to foster and maintain productive, healthy and professional relationships with:

* Companions, staff, volunteers and trustees in Emmaus Bristol
* Emmaus Bristol trainees, students, work placement participants, interns and other visitors
* Contractors and suppliers

RESPONSIBILITIES:

10. All job responsibilities in Emmaus Bristol are categorised in one of the following areas:

* Business-related tasks
* Care/support-related tasks
* Enterprise Unit (aka the Business Incubator)-related tasks
* General tasks

# Business-related:

* Manage the business vehicle fleet (currently two vans):
  + Ensure daily vehicle checks carried out
  + Carry out driver assessments (we can provide training for this)
  + Co-ordinate booking repairs/ MOT/ scheduled service
* Maintain commercial premises (three shops, office and a warehouse):
  + Carry out risk assessments
  + Co-ordinate or carry out repairs/ maintenance
  + Regular H&S and fire safety checks
  + Liaise with cleaner to make sure cleaning done to a high standard

# Care/ support-related tasks:

# These will all be set and managed in close collaboration with the Support team

* Maintain residential premises (21 room Shaftesbury House and 3-bed terrace house):
  + Carry out risk assessments
  + Co-ordinate or carry out repairs/ maintenance
  + Regular H&S and fire safety checks
* Decorate between tenants (this may also be done by companions)
* Oversee the companion (resident) rota for cleaning and check that cleaning is done to a high standard
* Work alongside companions and volunteers who are gaining work experience in facilities/ maintenance and co-ordinate their work
* Manage the community minibus

**Enterprise Unit-related tasks:**

* Maintain premises (an open plan office, meeting rooms, kitchen and toilets):
  + Carry out risk assessments
  + Co-ordinate or carry out repairs/ maintenance
  + Regular H&S and fire safety checks
  + Liaise with cleaner to make sure cleaning done to a high standard

**General tasks:**

* Attend meetings and contribute to company strategy and policy-making
* Research and recommend contractors for premises/ vehicle maintenance and repairs
* Take responsibility for implementing recommended changes and improvements after a health and safety audit, and help prepare for audits
* Take utilities meter readings and provide them to suppliers
* Be ‘hands-on’ and fix as much as is within your skill level
* Booking staff, companions and volunteers onto H&S/ First aid training and keeping track of who is due for repeat training
* Supervise contractors on site in keeping with policy and procedures
* Grounds maintenance (or supervision of) e.g. flower beds outside Backfields House, front/ back gardens of move-on house
* Supervision of volunteer groups working on maintenance/ premises tasks
* Perform any other tasks or duties deemed necessary

JOB REQUIREMENTS:

11. In order to achieve success in this role, the holder should possess the following:

| Essential | Desirable |
| --- | --- |
| **Education:**   * Driving licence * H&S qualification (s) | **Education:**   * Advanced driving licence * Driver assessor training/ qualification * Certification in a trade such as electric/ plumber/ builder |
| **Skills:**   * Effective time management and organisational skills * Effective written and verbal communication skills * Effective IT skills including Mircrosoft Word and Excel, and internet and email * Handy person/ DIY skills * Diary management of maintenance visits | **Skills:**   * Gardening |
| **Experience:**   * Carrying out risk assessments * Logistics * Getting and comparing quotes for works * Facilities coordination * Vehicle management * H&S checks * Fire safety checks * Driving | **Experience:**   * Training others * Volunteer management * Management of multiple sites * Working with vulnerable people * First Aid * Grounds maintenance |
| **Knowledge:**   * Health and safety: Fire safety, COSHH, manual handling, risk assessment, first aid * Energy efficiency | **Knowledge:**   * Environmental best practise with regard to premises and vehicles |
| **Other:**   * Accepting and promoting the values and ethos of Emmaus * Effective team worker * Ability to work on own initiative * Empathetic and diplomatic; working with and relating to a diverse range of people * Highly self motivated * Ability to stay calm under pressure * Awareness and understanding of equal opportunities * Ability & willingness to undertake local and UK wide travel as and when required * Ability & willingness to work unsociable hours on occasion * The post holder will require an appropriate check from the Disclosure and Barring Service (DBS). | **Other:** |

SALARY, WORKING HOURS AND ANNUAL LEAVE

This is a new post, and as such, we are offering it on a one-year fixed term basis initially, with a view to making it permanent if the goals are met as follows:

* Taking workload from other staff members (who currently carry out the tasks between them)
* Cost savings on buildings, vehicles and maintenance
* More effective H&S and maintenance systems and procedures
* Successful H&S audit

The Premises and Vehicles Coordinator will work full time 37.5 hours per week. However, we are open to applicants interested in part time work as well, the minimum would be 0.6 FTE (3 full days).

The full-time salary is £22,000 to £27,000 per year depending on experience. The successful applicant may negotiate their working hours between 8am and 6pm Monday to Saturday (i.e. you could choose to work Mon-Fri, Tues-Sat, your working day could be 8-4, 9-5 or 10-6).

Emmaus Bristol full time employees are entitled to 25 days annual leave.

Emmaus Bristol offers a pension scheme to employees.

HOW TO APPLY

To apply send a CV and cover letter detailing:

1. How you meet the requirements of the job. Please structure your answer by using the essential/ desirable requirements in the table on page 4 of this Job Description. It would be helpful if you structured your answer in a way that allows us to easily compare your experience to our requirements, so please use headings or a table.
2. Why you want this job
3. When you would be available to start
4. Your preferred working hours and days (see above for options)
5. Two references (we won’t contact these without your consent)

Send your applications by email to Xanne Carey: [socialenterprise@emmausbristol.org.uk](mailto:socialenterprise@emmausbristol.org.uk) by 9am on Monday 8th January 2018.

Interviews will be held on Thursday 18th January 2018