



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

### EMMAUS BRISTOL MISSION

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

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

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 2018-2023

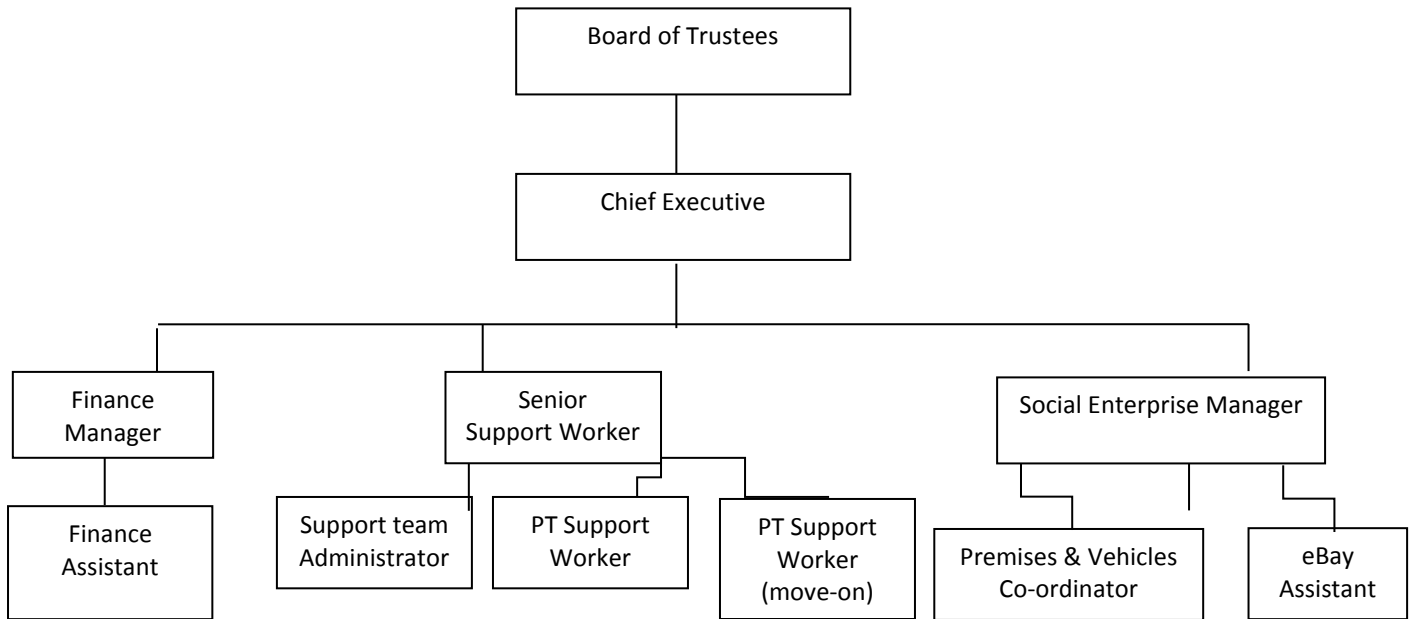
Emmaus Bristol is committed to expand and improve the work that we do to help people out of homelessness and poverty. We will:

1. Diversify social enterprises in order to increase and diversify income for the charity and to provide a wider range of work experience for companions and other unemployed adults.
2. Expand services to provide support to non-resident unemployed and homeless adults.
3. Expand our accommodation to provide spaces for a greater number of companions and to provide additional move-on housing.
4. Improve move-on to employment and move-on to independent living rates.
5. Maintain or improve our 95% success rate (defined as companions who maintain their tenancy and/ or have a positive move on) in any given year.
6. Use the social enterprises to generate a surplus for the charity above running costs.
7. Increase the numbers of people benefitting from the Business Incubator in order to help more people to set up businesses/ not-for-profits.

### JOB PURPOSE

The purpose of the Premises and Vehicles Coordinator post is to carry out routine health and safety checks, book and monitor health and safety training, ensure all aspects of our buildings and vehicles are maintained to a high standard, carry out decorating, maintenance and basic repairs and complete vehicle and driver checks.

## ORGANISATIONAL DIAGRAM:



## JOB ACCOUNTABILITY, RESPONSIBILITY & AUTHORITY

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

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

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

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

## RESPONSIBILITIES

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
  - Manage tracker information to promote longevity and safe use of vehicles
  - Ensure correct procedures are adhered to in the event of an incident.
- Maintain commercial premises (three shops, office and a warehouse):
  - Carry out risk assessments
  - Carry out or Co-ordinate repairs/ maintenance
  - Regular H&S, fire safety checks and meter readings.
  - 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 bedroom house + several 3-bed houses):
  - Carry out risk assessments
  - Carry out or Co-ordinate repairs/ maintenance
  - Regular H&S and fire safety checks and meter readings.
- Decorate as required and when companions (residents) move out
- Oversee the companion 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 vehicle (currently a minibus) including vehicle checks, maintenance, MOTs and servicing

## **Enterprise Unit-related tasks**

- Maintain premises (an open plan office, meeting rooms, kitchen and toilets):
  - Carry out risk assessments
  - Carry out or Co-ordinate 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

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

<b>Essential</b>	<b>Desirable</b>
<b>Education</b> <ul style="list-style-type: none"><li>• Clean driving licence</li></ul>	<b>Education</b> <ul style="list-style-type: none"><li>• Advanced driving licence</li><li>• Driver assessor training/ qualification</li><li>• Certification in a trade such as electric/ plumber/ builder</li><li>• H&amp;S qualification e.g. NEBOSH General Certificate/Diploma</li></ul>
<b>Skills</b> <ul style="list-style-type: none"><li>• Effective time management and organisational skills</li><li>• Effective written and verbal communication skills</li><li>• Effective IT and reporting skills including Microsoft Word, Excel, Internet and email</li><li>• Handy person/ DIY skills</li><li>• Basic plumbing and electrical skills</li><li>• Diary management for maintenance visits</li></ul>	<b>Skills</b> <ul style="list-style-type: none"><li>• Gardening</li><li>• Carpentry</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Minimum of 1 year in a similar role</li><li>• Carrying out risk assessments</li><li>• Sourcing and comparing quotes for works</li><li>• Facilities coordination</li><li>• Vehicle management</li><li>• H&amp;S checks</li><li>• Fire safety checks</li><li>• Driving</li></ul>	<b>Experience</b> <ul style="list-style-type: none"><li>• Training others</li><li>• Volunteer management</li><li>• Management of multiple sites</li><li>• Working with vulnerable people</li><li>• First Aid</li><li>• Grounds maintenance</li></ul>
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Health and safety law: Fire safety, COSHH, manual handling, risk assessment, first aid</li><li>• A basic knowledge of Energy efficiency</li></ul>	<b>Knowledge</b> <ul style="list-style-type: none"><li>• Environmental best practise with regard to premises and vehicles</li></ul>
<b>Other:</b> <ul style="list-style-type: none"><li>• Accepting and promoting the values and ethos of Emmaus</li><li>• Hands on attitude</li><li>• Effective team worker</li><li>• Ability to work on own initiative and highly self-motivated</li><li>• Empathetic and diplomatic; working with and relating to a diverse range of people</li><li>• Ability to stay calm under pressure</li><li>• Awareness and understanding of equal opportunities</li><li>• Ability &amp; willingness to work unsociable hours on occasion</li><li>• The post holder will require an appropriate check from the Disclosure and Barring Service (DBS).</li></ul>	<b>Other:</b> <ul style="list-style-type: none"><li>• Ability &amp; willingness to undertake local and UK wide travel as and when required</li></ul>

## SALARY, WORKING HOURS AND ANNUAL LEAVE

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 £25,000 per year depending on experience. The successful applicant may negotiate their working hours between 08:00 and 18:00 Monday to Friday (i.e. your working day could be 08:00 – 16:00, 09:00 – 17:00 or 10:00 – 18:00).

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

Emmaus Bristol offers a pension scheme to employees.