

**Job Title:** Safety & Site Coordinator

**Job Purpose:**

To be responsible for the effective and safe functioning of the Centre’s facilities, buildings, community project premises and other linked off-site activities.

To work in conjunction with our appointed Health & Safety Advisors to facilitate compliance with health and safety guidelines ensuring a safe working environment for staff, volunteers, customers and the people we support.

**Specific Duties:**

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| **Safety** |
| 1. Act as Fire Marshall and First Aider when working at the centre. 2. Be a nominated responder (as part of a team of responders) for the Organisation’s lone worker escalation response (including out of hours on a rota basis). 3. Be the organisational lead for compliance with health and safety. Ensure departmental risk assessments and COSHH registers are in place and regularly reviewed. 4. Report any breaches of safety to the General Manager (or incidents that may cause concern). Where necessary, assist in investigation and reporting. 5. Demonstrate good team working, organisational skills and effective communication at all times. 6. Participate in the review and development of policies and procedures in conjunction with the Senior Management Team. 7. Act professionally and work co-operatively as a member of a staff team and contribute to a culture of open communication. 8. Participate in staff meetings as required making a constructive contribution. |
| **Site** |
| 1. A nominated key holder across the site including security of offices and controlled access to keys. 2. Ensure an effective and professional reception service (Saturdays only). 3. Develop and implement a facility management programme for outdoor areas including preventative maintenance and sub-contractor outsourced tasks. Supervise maintenance and repair of outdoor facilities and equipment. Co-ordinate and monitor activities of contract suppliers and hirers at all sites. 4. Plan and manage facility central services i.e., security & building access (including opening / closing of the site on designated working days), parking, grounds maintenance and waste disposal. 5. First responder to emergency alarms remote monitoring service (outside of hours on rota basis). 6. Liaise with business support staff to coordinate external contractors to complete planned and remedial maintenance. 7. Coordinate with the Finance Manager to oversee repairs to Supported Living landlord properties. 8. Support the Organisation’s seasonal and fundraising activities including National Garden Scheme, Christmas tree sales, seasonal watering and fundraising events at the site and within the local community. 9. Assist in occasional maintenance tasks (as requested), ensuring all tools and maintenance equipment are serviceable and fit for purpose. |

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| **Additional Requirements:** |
| 1. Attend all training courses as directed and be responsible for maintaining and improving own knowledge and skills through experience and training. 2. Willingness to work flexibly in order to meet the needs of the service. 3. Undertake any other duties that reasonably fall within the scope of the job role as and when required to ensure the safe and smooth running of the service. 4. Travel between sites |

**Person Specification**

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| **ESSENTIAL** | **DESIRABLE** |
| Recognised vocational qualification relevant to the post in facilities/site or health and safety.  First aid training | IOSH Working Safely Certificate or IOSH Managing Safety Certificate or above  City and Guilds certificate in Facilities Management Practice or equivalent  Experience of working in health and social care sector |
| Excellent written and verbal communication skills and the ability to write detailed risk assessments and reports. |  |
| Excellent IT skills, including Microsoft Office |  |
| Physically fit to undertake manual; tasks | Trained in manual handling |
| Experience of procuring equipment and services |  |
| Basic DIY maintenance skills and ability to use common tools | Competent in using hand and power operated tools (drills, hammers, saws for basic repairs) |
| Commitment to learning, training and professional development |  |
| Willing to work flexibly including out of hours best endeavours and on call basis for emergencies |  |
| Friendly and engaging personality  Reliable, trustworthy and patient  Full driving licence and access to a vehicle |  |

**Key Competencies Required for the Role:**

* Ability to motivate and communicate effectively with a range of people.
* Ability to self-motivate, plan and prioritise a range of responsibilities.
* Ability to manage, review and stay up to date with all H&S policies / procedures and legislation.