

Role Profile

Job title	Facilities Officer
Salary	£25,000 pro rata
Salary	24 Hours per week Monday to Friday 8.30am start
Reporting to:	Business Administration Manager
Location:	Legacy Youth Zone, Croydon
Key Relationships:	Chief Executive Officer, Business Administration Manager, Youth Zone staff, contractors, external organisations hiring facilities

Job Purpose:

To keep our young people safe by managing and maintaining the building, security systems and facilities effectively and efficiently. In addition, the post will ensure that Legacy is compliant with all health and safety regulations, including equipment, buildings, and the safe management of sub-contractors. This post will also directly manage the cleaning team to ensure that the building is pristine and ensure that all areas of the Youth Zone are open and safe for our young people as your priority. This is a critical and exciting role, which will significantly contribute to Legacy Youth Zones offering to young people.

Duties and Responsibilities:

- Be a role model for young people and present a positive “can do” attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Legacy Youth Zone and OnSide
- Represent Legacy Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible
- Represent Legacy Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone members
- To be responsible for general maintenance of the premises including; heating, lighting, plumbing and security systems. To carry out minor repairs, maintenance and installation work such as joinery and plumbing and appropriate painting and re-decorating across the Youth Zone when required
- Implementing planned maintenance, repair and renewal programmes
- Responsible for all service contracts including the monitoring and servicing of equipment

- To establish systems carrying out and recording all necessary checks including; alarms, lighting, escape routes, security, building condition and equipment
- To note, monitor and report any defects in the building and arranging for repairs within set budgets
- Setting up equipment and facilities for events in the Youth Zone to support youth worker staff with their internal and external requirements
- To be responsible for the buildings entrance and other external areas, ensuring that there is always an excellent first impression of the Youth Zone
- To immediately report any serious hazards to a senior manager
- To communicate all facilities issues to relevant staff in a clear and timely manner
- To register as one of the Key Holders for the Youth Zone and be the first point of contact on a rota basis in an emergency callout situation and to check and secure the Youth Zone premises after callout
- To respond to and reset the alarm when required, liaising with the alarm company and police as necessary
- To be available at unsocial hours or at weekends to deal with security problems, make emergency repairs or allow access to contractors
- To supervise the cleaning staff, monitor standards of cleanliness and assist in cleaning as required
- To compile the work duties and rotas of cleaning staff
- To be responsible for ordering cleaning equipment and supplies
- To carry out any other reasonable duties as requested by line manager

Person Specification

Selection Criteria*	Essential or Desirable	Method of Assessment
A = Application Form I = Interview T = Test/Personality Profile		
Experience		
Experience of building maintenance and/or management	Essential	A & I
Experience of building management systems	Desirable	A & I
Use of cleaning equipment	Desirable	A & I
Staff supervision	Essential	A & I
Educational / Vocational Qualifications		
GCSE or equivalent literacy and numeracy	Essential	A
Skills		
Excellent people skills the ability to establish good professional relationships with young people and adults	Essential	A & I
Ability to carry out general repairs	Essential	A & I
Ability to work on own initiative and as part of a team	Essential	A & I
Ability to plan, organise, monitor, evaluate and prioritise work	Essential	A & I
Ability to lead and motivate a team of staff to deliver results	Essential	A & I
Basic ICT skills	Desirable	A & I
Knowledge		
Working knowledge of health, safety and environmental legislation	Essential	A & I
Working knowledge of fire safety regulations and COSHH	Desirable	A & I
Understanding of security systems	Desirable	A & I
Special Requirements		

A willingness to work unsociable hours as per the needs of the post	Essential	A & I
DBS clearance and committed to Safeguarding children	Essential	A & I

The strength of the OnSide Network and Legacy Youth Zone is the diversity of its people; we place huge value on different people doing things in different ways and we welcome applications from what might be considered non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country. Legacy Youth Zone are committed to safeguarding and promoting the welfare of children, young people and vulnerable groups.

For information regarding how OnSide Youth Zones processes your data, please click here: <https://www.onsideyouthzones.org/applicant-privacy/>

Legacy Youth Zone are committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

Application Process

Please complete the application form and send to recruitment@legacyyouthzone.org, together with

1. details of your current or most recent remuneration package and notice period;
2. any reasonable adjustments we can make to assist you in your application or the selection process.

Closing date for applications:

Midnight 26th February 2023

Interview day:

To Be Confirmed



ON SIDE YOUTH ZONES NETWORK VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITIOUS

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATIVE

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

