Worried about the impacts of the Cost of Living crisis and the inequalities in society? Do you want to be part of the solution? Come and join the team.

We are looking for a competent, empathetic and organised individual to ensure our facilities are safe, clean, tidy, well maintained and that risk assessments are undertaken at our sites .

You must demonstrate how you meet each of the requirements as outlined on the Person Specification; you may use additional sheets of paper if required. Please note that CVs or other forms of submission for the role will not be accepted.

We wish you good luck with your application and is you would like an informal chat about the role before applying, please contact Richard Owens on 01704 264505.

**About Compassion Acts**

Launched in the summer of 2019 and emerging out of a previous Organisation (Southport & Formby Churches Debt Centre Ltd) the charity has a good reputation in the local area for the provision of the Trussell Trust Foodbank and other wrap around services. To strengthen the capacity of the Organisation and to meet increasing needs from the public, it has been structured with staff and volunteers falling into two main teams.

1. **Poverty Reduction**

This includes our Foodbank operations for those in emergency situations, our expanding Food Pantry service for the ‘just about managing’ and the Next Steps project for life-skills training.

1. **Advice & Support**

This includes the welfare benefits advice team, the Southport Community Money Advice (SCMA) debt advisers. Each of these rely on volunteers for different aspects of the services.

We are looking for an applicant who will not only fit into our existing team but will support the Charity in the wider concept and supporting our vision and 5 year Strategic Plan ‘Going Upstream’.



**Job Description**

**Job Title:** Facilities & Safety Officer (Fixed Term Contract until August 2024 with extension for the right candidate, subject to funding)

**Responsible to:** Poverty Reduction Manager

**Location:** Victoria Centre, Sussex Road, Southport and other sites where Compassion Acts operates

**Rate of Pay:** £10.90 per hour, accredited ‘Real Living Wage’ employer, pay award pending

**Hours:** 12 hours per week

**Job Purpose:**

To be a temporary team member working within the Poverty Reduction Team. The specific aspects of the role are around improving the health and safety risk assessments

Personal attributes of the postholder:

* Good practical skills in basic maintenance
* A passion for social justice and the aims of Compassion Acts
* The ability to communicate a range of information effectively with a range of people
* Administrative skills and attention to detail
* IT competency
* A planner who can set and meet time sensitive objectives

**Main duties:**

* Undertake risk assessments, after full training, in all of our locations, following a template given by management, reporting urgent health & safety issues in a timely manner
* Undertake basic maintenance tasks at Victoria Centre such as erecting furniture, attaching items to the walls and painting.
* Plan and ensure the completion of basic checdks, fire alarm tests and a checklist of other suitable tasks regarding the building(s)
* Ordering, restocking and replenishing toilet paper, hand towels, soap and other consumables
* Replacing light bulbs and following a cleansing schedule
* Ensure Victoria Centre and its car park is kept clear of rubbish and is safe for all users
* Work collaboratively with other paid staff including the part time premises assistant and volunteers in this regard
* Provide relevant and appropriate feedback and information for the purpose of monitoring and evaluation to meet the requirements of the CEO and Board of Trustees and other stakeholders.
* Work collaboratively with other colleagues in the team and wider organisation to enhance the services provided.
* Undertake any other reasonable duty consistent with the operation of the service required by the Charity.

Health and Safety

It is the general duty of every employee to take reasonable care of their own health and safety and that of others and to co-operate with management in meeting its responsibilities under the Health and Safety at Work Act. Any failure to take such care, or the contravention of safety policy or managerial instructions may result in disciplinary action being taken.

Data Protection and Client Confidentiality

All staff are required to adhere to the regulations of Compassion Acts Confidentiality and Data Protection policies and procedures in support of the Data Protection Act (2018), ensuring they respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the general public.

Variation

The postholder may be required to undertake other duties commensurate with the role. Some duties may be subject to variation changes and will only be made after consultation with the postholder.

**Policy and Procedure Expectations**

Employees are required to comply with all policies and procedures of Compassion Acts including equality and diversity, data protection, health and safety and safeguarding.

**Supervision, Training and Development**

Employees are required to participate in regular supervision and personal and staff development planning sessions, as required. There is a 3 month probationary period.

**Other Terms of Employment**

* A NEST pension scheme with up to 6% matched employer contribution of gross salary.

* 25 days Annual Leave entitlement per year, in addition to Statutory Holidays (pro-rated for part-time employees).
* An unconditional offer of employment will be made to the successful candidate, subject to successful completion of the following pre-employment screening checks:
* Evidence of a satisfactory Enhanced Certificate of Disclosure certificate from the Disclosure Barring Service
* Evidence to confirm the candidate’s Right to Work in the UK
* Receipt of two references, satisfactory to Compassion Acts
* Evidence of Full UK Driving Licence and car insurance that cover business travel



**Person Specification**

**Facilities & Safety Officer, 12 hrs per week**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Experience | Essential | Desirable |
|  | Demonstrable experience in comparable facilities, caretaking role or as a qualified tradesperson | X |  |
|  | Relevant experience in the charity sector |  | x |
|  | Experience at rolling out and testing systems/procedures |  | X |
|  | Experience in working with volunteers |  | X |
|  | Full UK Driving Licence | X |  |
|  | Knowledge | Essential | **Desirable** |
|  | Ability to quickly understand and prioritise complex issues | X |  |
|  | Understanding of social action and the way in which community projects intersect with each other |  | X |
|  | An understanding of the work of the Trussell Trust to advocate for a society within the widespread need for Foodbanks. |  | X |
|  | Skills | Essential | **Desirable** |
|  | Ability to work neatly and accurately | X |  |
|  | Excellent assessment and communication skills, both written and verbal | X |  |
|  | Strong organisational skills  | X |  |
|  | Ability to manage priorities and time |  | X |
|  | Ability to maintain accurate records, in line with Data Protection Act (2018) | X |  |
|  | Personal Attributes | Essential | **Desirable** |
|  | An understanding of and empathy with people and their problems, together with a positive and non-judgemental attitude towards clients, volunteers and supporters | X |  |
|  | Able to demonstrate an ability to work as part of a team, as well as independently. | X |  |
|  | Ability to liaise at all levels | X |  |
|  | Commitment to continually develop and update professional knowledge | X |  |
|  | Possess a can-do attitude with the willingness to respond creatively to a fast-moving environment | X |  |
|  | Appreciation of the Christian values of the Charity, its vital relationship with local churches and its aims to tackle the causes of poverty.  | X |  |