

The For All Healthy Living Company

Job Title:	Facilities Co-ordinator
Reporting to:	Chief Exec.
Location:	For All Healthy Living Centre, South Ward, Weston-super-Mare
Hours:	24 hours a week
Salary Range	£17,000- £21,000
Holidays	27 days plus Bank holidays (pro rata)
Probationary Period	6 months
Notice Period	4 weeks

Job context

The centre is the most visible aspect of the company's work and therefore the quality of the building, sense of welcome, accessibility to all and the promotion of the centre is vital.

Job purpose

-) To promote the For All Healthy Living Centre as a welcoming, accessible and safe place for people who use and work in the centre
-) To ensure the smooth day to day running of the For All Healthy Living Centre
-) To manage the reception/hosting team in being a welcoming, friendly and efficient first point of contact for users of the building.
-) To act as the first contact for all physical issues, including the cleaning, related to the running of the building
-) To work with the Chief Exec. to ensure the maintenance schedule is met and repair of property and equipment is prompt.
-) Promote the centre as a facility for outside hirers

Key responsibilities

Reception/hosting

-)] Manage the reception team in understanding and using the room booking system effectively for all users of centre
-)] Be part of the reception team
-)] Ensure an excellent level of customer service and attention to detail is delivered throughout the team
-)] Oversee the efficient administration of the room booking system
-)] Co-ordinate reception rotas which ensure appropriate staffing levels depending on the needs of the Centre
-)] Provide back up for enquirers and room users
-)] Produce clear diaries for hospitality tasks on any given week

Managing a welcome, safe and assessable building

-)] Understand and promote the ethos of the company
-)] Complete health and safety audits including risk assessments in conjunction with the Chief Exec.
-)] Share responsibility for responding to emergencies or urgent issues as they arise
-)] Ensure Health & Safety and Fire Training for everyone working and volunteering at the Centre

Promotion and Event oversight

-)] Ensure that the Centre is well promoted as a meeting and hiring venue
-)] Seek out new potential 'clients'
-)] Ensure that hirers receive a high-quality experience
-)] Ensure that bookings meet with the ethos of the Centre in consultation with the Chief Exec.
-)] Liaise with external users about appropriate use of the Centre
-)] Ensure adequate risk assessments are in place

Maintenance

-)] Ensure that the Centre and its facilities are effectively maintained on a day to day basis
-)] Act as the main point of contact for all physical issues relating to the day to day running of the building
-)] Ensure a proper test of fire safety alarm, doors and lighting and monitor fire safety equipment is carried out regularly

- J Ensure that any day to day repairs on the building are undertaken and with the Chief Exec. that there is a planned annual maintenance programme in place
- J Arrange appropriate access for external contractors
- J Carry out and regularly review risk assessments, procedures and method statements
- J With Chief Exec., ensure compliance with relevant legislation
- J Maintain and up to date asset register of equipment

Cleaning

- J Act as main point of contact for users of the building wishing to raise any cleaning concerns
- J Liaise with the cleaning contractor
- J Ensure cleaning tasks are up to date and being carried out to the highest standards

Minibus

- J Ensure there is an effective booking system for the minibuses
- J Liaise with the Finance Manager to ensure regular maintenance, and legal requirements such as annual MOT are carried out in a timely manner
- J Ensure a vehicle fault and accident reporting system is in place and information is passed to the Finance Manager as quickly as possible

Administrative systems

- J Develop, implement and maintain administrative and clerical systems which enable the company to keep accurate records, plan for the future and makes best use of resources available
- J Operate manual and computerised office systems, for example filing papers and maintaining databases
- J Take and produce accurate minutes of Board and other key meetings

Other

- J Attend meetings as agreed
- J Work within the FAHLC policies and protocols
- J Work flexible hours
- J Undertake any other duties commensurate with the post in agreement with the FAHLC Management Team
- J Maintain and current knowledge of legislative requirements and best practice
- J Identify patterns of discrimination, take action to overcome this, and promote diversity and equality of opportunity