**Emmaus Dover Job Description**

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| **Job Title:** | Facilities Officer |
| **Weekly working:** | 37.5 hours per week with some call out/ out of hours/weekend work |
| **Salary:** | £25,000 per annum |
| **Reports To:** | Community Manager |
| **Location:** | Archcliffe Fort, Archcliffe Road, Dover CT17 9EL |
| **Date:** | 09/02/2023 |
| **Version** | A005 |

**Job Purpose**

Responsible to the Community Manager for all facilities and utilities on site. This particularly includes all the buildings, grounds, equipment, vehicles together with relevant Health and Safety requirements.

**Duties and Responsibilities**

* Work with the Community Manager to ensure all Health & Safety Requirements for the Community and the Social Enterprise Business are effectively met.
* Utilise a planned maintenance/upkeep schedule accessible on the SharePoint system.
* Oversee the maintenance of all utilities linked with the Community and Social Business Enterprise.
* Ensure that all buildings and grounds are fit for purpose and comply with Health and Safety legislation
* Support companions in their work in the Community with clear guidelines and expectations for the safe delivery of tasks.
* Responsible for the servicing, MOT and taxing of the Community vehicles and justify when changes should be made.
* Oversee electrical donations and PAT test to provide safe products for customers in compliance with electrical regulations.
* Responsible for PAT testing all relevant equipment used in the community

**General Responsibilities**

* Ensure the material condition of the warehouse, workshop, shop/s, accommodation and site is sound and supported with regular Health and Safety checks; also ensuring that policies and procedures are followed by companions, staff and volunteers.
* Routine testing of fire alarms and emergency procedures
* Oversee service contracts and supervise work of contractors on site.
* Responsible for re-cycling, scrap and waste management.
* Oversee basic weekly fleet management i.e., tyre pressure, fluid checks, lighting checks and other routine safety checks
* Driving of Community vans and car when the need requires.
* Circulate reports for Community vehicles to the Community Manager and Trustees

**Other Duties**

* Ensure all administration and record-keeping is kept up to date
* Liaise with the Community Leader over Companions’ skills and training needs
* Undertake other driving duties as required
* Participate in a rotation to ensure 24 hours, 7 days per week Community and Companion support.

**General**

Emmaus works with vulnerable people. Staff, volunteers and trustees must observe the proper demarcation and professional boundaries while performing their role.

The post holder

* must always act in a way which will maintain the good reputation of Emmaus Dover, upholding the policies and procedures of Emmaus.
* will strive to preserve good working relationships with Staff, Volunteers, Companions and the Trustees, keeping the appropriate key personnel well informed of significant matters relating to the Community
* will carry out the job responsibilities in an environmentally aware manner with the aim to ensure all resources are utilised effectively and efficiently.
* will apply sound ‘value for money’ principles in undertaking purchasing or supply of goods and services.
* will support PR events and solidarity initiatives
* will perform any other tasks/duties deemed necessary by the Community Manager
* will be on the on-call rota and carry out weekend work as required
* will maintain an up-to-date driving licence, enhanced DBS check and advise of any medication that may restrict them from carrying out their full duties.