

Role Profile

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|----------------------|-----------------------------------------|------------------|---------------------------------|
| Job title | Facilities Officer | Salary: | Up to £25,000 |
| Reporting to: | Chief Executive | Holidays: | 33 days including bank holidays |
| Location: | Future, Barking and Dagenham Youth Zone | Hours: | Up to 40 hours per week |

The Person: Do you want to use your skills and back ground facilities management, care taking positivity change the lives of young people by ensuring they have a safe and positive place to go? Passionate, creative and committed to supporting a new and growing charity?

Key Relationships: Chief Executive, Business Admin Manager; Head of Youth Work, Catering Supervisor, Other Youth Zone staff, OnSide, External Stakeholders, Contractor

Key Dates: **Closing date 9 AM 15th January 2019**, Interviews week commencing 21st January 2019. To apply please complete the application form found on our website



Job Purpose:

An exciting opportunity has arisen for an experienced Facilities Manager for Future Youth Zone, Barking and Dagenham. As a key member of the team you will directly support our service to young people by ensuring a well present, safe and inspiration facility for young people.

Context of the post:

Barking and Dagenham Youth Zone, named "Future" by local young people will be the first Youth Zone in London opened by the national charity, OnSide. Opening to young people in

Spring 2019. This is an exciting and unique opportunity to join the delivery team pre-opening and play your part in history, shaping opportunities and Youth Work for London's young people.

Future, like all OnSide Youth Zone's exists to give all give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. Each Youth Zone is, open 7 days a week, at weekends and during school holidays, the Youth Zone's purpose is to help young people grow to be happy, healthy and successful adults.

Future's state-of-the-art £6.5 million building on Parsloes Park, will provide young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites seven days a week, with state-of-the-art facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services. To access a Youth Zone young people aged 8 – 19 (or 25 with additional needs), simply pay 50p per visit and £5 per year membership.

Find out more by watching

<https://www.youtube.com/watch?v=Yb18h1TPRNE>

<https://www.youtube.com/watch?v=7hy1AHF9w2s>

<https://www.youtube.com/watch?v=sZCMoDYeFTQ>

.....it might just change your life!

Duties and Responsibilities - General

- 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 Future Youth Zone and OnSide
- 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 Future 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. 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 membership

Duties and Responsibilities - Detailed

- To support the Youth Work delivery team in achieving their objectives and support for specific projects

- 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 manager

Person Specification

| Selection Criteria* A = Application Form I = Interview T = Test/Personality Profile | Essential or Desirable | Method of Assessment |
|---------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------|
| 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 |

*Selection criteria for guidance only, alternative methods may be used to assist the selection process

The strength of the OnSide Network of Future 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. Future 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/>

OnSide Youth Zones Values

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.

