

### Job description

Job Title:	Facilities Assistant
Reporting to:	Head of Operations.
Direct reports:	None
Hours:	21-28 - Core working hours are between 1000 and 1600. Monday to Friday. ( Some weekend working maybe required).
Contract:	Permanent
Salary:	£17,399 (28 hours)
Location:	The House of St Barnabas, 1 Greek Street, London, W1D 4NQ

When preparing your application, please can you include a cover letter, C.V. and your response to the below questions.

- Can you tell us why the impact and mission of the House of St Barnabas interests you?
- The job role will service multiple teams covering a range of requirements, please outline your experience with:
  - a) Your practical maintenance skills.
  - b) Responding to maintenance queries and how you communicate and prioritise these?
  - c) Holding and updating an inventory of maintenance and office supplies

Please send your application which will include your C.V., cover letter & response to the above questions through to [jobs@hosb.org.uk](mailto:jobs@hosb.org.uk). Closing date 7<sup>th</sup> July 2023.

1<sup>st</sup> Interview dates 13<sup>th</sup> July, 25<sup>th</sup> July 2023.

2<sup>nd</sup> Interview dates W.C. 1<sup>st</sup> & 2<sup>nd</sup> August 2023.

*“The House of St Barnabas is one of my favourite hidden gems in London, a beautiful space to escape to. As a community builder I appreciate and support the great work they do in changing and supporting people’s lives.”*

- Charlie Dark, movement maker, musician, DJ and founder of Run Dem Crew

*“Soho is the roots, the premises of the House of St Barnabas is the trunk, the charity is the branches and the members are the blossom of this huge tree which has grown into a source of hope in London.”*

- Hadi, Employment Academy Graduate

### About us

Our vision is of a future where lasting good work, a secure home and a supportive network are a reality for those affected by homelessness.

Our mission is to break the cycle of homelessness.

House of St Barnabas is a charity and not-for-profit private members club. We deliver our mission through our Employment Academy, through which participants experience a holistic programme of long-term support, helping them secure good work, a good home and a good network. Underpinning our Employment Academy is our vibrant member's club based in our grade 1 listed building, right in the heart of Soho. We fund our work through the profit we make from our club alongside innovation in fundraising.

For our model to work, we aim to run an outstanding private members club; bringing together a community of creative people from diverse experiences and expertise, who have come together around a shared ideal of creating a fairer, better society.

We are looking for a special individual to join us who is excited to play a part in supporting people's journey towards lasting paid employment and independence.

### Commitment to inclusion

We're an equal opportunities employer, and proud of it. Every applicant and employee is afforded the same opportunities regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression.

We encourage applications from candidates with lived experience of homelessness.

### Job Summary

We are looking for a reliable, enthusiastic, hardworking individual to support us in ensuring that our beautiful grade 1 listed building is looked after, maintained, and runs smoothly every day.

We need the candidate to be in the House every morning to help support and troubleshoot any issues we are faced with daily.

We need a strong communicator who can work with all the teams in the House at all levels.

### Areas of responsibility

- Keep a log of maintenance required and coordinate with the Facilities Manager to replenish supplies as required.
- Monitor water temperature weekly and record in logbook.
- Carry out weekly fire alarm test and record in logbook.
- Catalogue light bulb register, replace lightbulbs as necessary and coordinate with the facilities manager to order supplies as needed.

- Complete a daily cleaning handover with the contract cleaning company and report any issues / low supplies, on the maintenance log.
- Manage rooms and storerooms as directed by Line Manager.
- Work in partnership with the Engagement team to ensure rooms are presented for events and return to planned layout post event.
- Ensure all fire exits are kept clear.
- Place deliveries in designated areas in a timely manner.
- Ensure drains and gutters are clear and free of leaves.
- Water garden and plants daily when required, subject to seasonal conditions.
- Ensure on site contractors are logged with reception.
- Create an inventory of and manage stationary supplies.
- Manage all incoming and outgoing post including distribution.
- Utilise safe systems of work for all tasks and equipment, training will be given.

*Tasks are not limited to the list above.*

### **Integrity**

- Act in a professional and courteous manner at all times
- Keep all House of St Barnabas business information confidential.
- Inform your manager or department director of any information that may be detrimental to House of St Barnabas
- Promote House of St Barnabas in a positive way and always adhere to our organisational code of conduct.

### Key working relationships

- Colleagues - working collaboratively with all teams in the House, sharing information, supporting new team members when joining the House.
- Leadership Team - Support the leadership team with any requests or queries in relation to maintenance or supplies.
- Customers - always helpful and provide great customer service when among members. Build an external network for those who provide services to us within the operations team.

### Person specification

#### **Essential**

- Reliable and motivated individual who could be looking for a career pathway into facilities management.
- Strong written and oral communication skills and able to communicate at all levels and build effective relationships.
- Able to create solid working relationships and cross team working.
- Ability to demonstrate the values and behaviours of the House of St Barnabas.
- Some knowledge of basic maintenance is desirable.

- Ability to remain positive and a willingness to learn.
- Able to work on own initiative.
- Able to work flexibly.
- Comfortable and adapting to new technology.

### **Desirable**

- Knowledge of Windows packages, particularly Microsoft excel.
- Experience of Fire Warden or First Aid duties
- Experience of working in a maintenance-based role previously

### **Personal qualities**

- Passion for our purpose to break the cycle of homelessness
- Strong commitment to Equity, Diversity, and Inclusion
- Clear commitment to our values: encouraging, creative, social and inclusive.