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|  | **Role Profile** |
| **Job title:** | Facilities Coordinator**Salary:** Up to £25,000 |
| **Reporting to:** | Business Administration **Holidays:** 33 days including  Manager                                                Bank holidays |
| **Location:** | Unitas Youth Zone **Hours:** 40 hours per week  Burnt Oak including evenings and weekends Barnet |
| **The Person:** | We are looking for someone who wants to use their skills and experience in facilities management to positivity change the lives of young people by ensuring they are in a safe and positive environment. |
| **Key**  **Relationships:** | Business Admin Manager, Chief Executive, Head of Youth Work,  Catering Supervisor, Other Youth Zone staff, OnSide, External  Stakeholders, Contractors. |
| **Key Dates:** | Closing date: 12pm 4th March 2019  Interview date: 13th March 2019 |

***Job Role***

To keep our young people safe by managing and maintaining the building, security systems and facilities effectively and efficiently. In addition, the post will ensure that Unitas Youth Zone is compliant with all health and safety regulations, including equipment, buildings and the safe management of sub-contractors. This post will also directly manage the cleaning team to ensure that the building is pristine and ensure that all areas of the Youth Zone are open and safe for our young people as your priority. This is a critical and exciting role, which will significantly contribute to Unitas Youth Zone’s offering to young people.

**Context of the post:**

OnSide Youth Zones, established in 2008, has been growing rapidly and has ambitious plans to create 100 Youth Zones in towns and cities, giving young people somewhere safe and inspiring to go in their leisure time. Youth Zones are amazing places: accessible, vibrant, welcoming, fun and caring are just some of the words used by young people to describe their Youth Zone. Unitas, opening in Summer 2019, will be no exception, and is part of the OnSide network of Youth Zones.

Many young people, particularly those from socio-economically deprived areas, face an

endless maze of boredom, loneliness and temptation, with nowhere to go and a lack of inspiring and productive activities to occupy their leisure time. This can lead to negative impacts on their health, educational attainment and career prospects. These are the young people that will shape the country’s future prospects. It is this paradox that lies at the heart of OnSide’s drive to establish a national network of Youth Zones; a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding. Youth Zones give young people affordable access to a broad range of sport, arts and employability services, designed to help them lead active, positive lives and raise their aspirations for themselves and their community.

Unitas Youth Zone is centrally located, dedicated to young people and makes a bold statement about the importance of giving young people high quality places to go in their leisure time. Open 7 days a week including school holidays, the Youth Zone’s purpose is to help young people grow to be happy, healthy and successful adults. The state-of-the-art £6.5 million building 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.

Find out more by watching ….

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

<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 Unitas 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 Unitas 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
* To travel across the national Onside network as and when required in order to further develop.

**Application Process**

To apply for this post and for further information about Unitas Youth Zone please visit our website at

<https://www.unitasyouthzone.org/get-involved/vacancies/> and complete the application form.

**For information regarding how OnSide Youth Zones processes your data, please click here:** <https://www.unitasyouthzone.org/privacy-policy/>

# Person Specification

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| **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 and Unitas 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 non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country. Unitas Youth Zone are committed to safeguarding and promoting the welfare of children, young people and vulnerable groups.

**In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check**

# OnSide Youth Zones Values

