

JOB DESCRIPTION

Trust Links is an organisation committed to the safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, Trustees and volunteers to share this commitment.

Trust Links aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

POST TITLE: Facilities Lead

POST SALARY: £27,500 - £29,500 pro rata

HOURS OF WORK: 22.5 - 37.5 hours per week including evenings and weekend work

POST LOCATIONS: **All Trust Links Sites**

Trust Links Westcliff / Rochford/ Thundersley / Basildon / Shoeburyness/ Canvey Island (plus other community venues in South Essex)

REPORTS TO: Senior Project Development Manager & H&S Lead

RESPONSIBLE FOR: Volunteers and facilities contractors, where appropriate

PURPOSE OF THE POST:

Trust Links grows communities and transforms lives. Through our six Growing Together community gardens across Essex, Healthy Mind Hub, Recovery College, Trust Links Counselling (TLC), children and youth projects, and environmental workshops, we work with more than 4,000 people each year. We work in a person-centred, grassroots and recovery-focused way, helping to save lives every day and move people on to better lives, with the support of their peers and the wider community.

The Facilities Lead will lead on facilities management across Trust Links, ensuring safe, well-maintained, clean, welcoming and fit-for-purpose environments for staff, volunteers, members and visitors. The Facilities Lead will implement and will maintain processes for commissioning and co-ordinating with contractors, supporting site hirers, undertaking repairs and maintenance, and lead practical activities with members that enhance and maintain the charity's physical spaces. The post holder will work closely with the designated Health & Safety lead and relevant managers

and senior managers to ensure facilities activity supports health and safety requirements.

MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

Facilities Co-ordination and Health & Safety Link

- Support the safe day-to-day operation of Trust Links sites through effective facilities management, maintenance and site checks.
- Work with the designated Health & Safety lead and relevant managers and senior managers to identify and report facilities-related risks, maintenance needs and site issues.
- Maintain facilities records that support compliance checks, servicing, contractor visits and maintenance schedules.
- Support implementation of agreed safe working practices relating to buildings, grounds, tools, equipment and contractor activity.
- Escalate health and safety concerns promptly to the appropriate lead, senior managers or managers, rather than holding organisational responsibility for Health & Safety oversight.

Facilities Management

- Undertake minor repairs and reactive maintenance tasks across sites.
- Source quotes, appoint and co-ordinate contractors for larger works, ensuring works are completed safely and to agreed standards.
- Maintain records of maintenance schedules, contractor visits, servicing, equipment checks and facilities-related compliance activity.
- Ensure buildings and grounds are clean, accessible, welcoming and fit for purpose, escalating any health and safety concerns to the appropriate lead.
- Set up and manage arrangements with external hirers of Trust Links spaces.

Member Engagement

- Lead practical activities with members that contribute to site maintenance and improvement (e.g. woodworking, painting, repairs).
- Support therapeutic and skills-based activities that involve facilities work.
- Promote and facilitate member and volunteer involvement in caring for Trust Links spaces.

General Duties

- Support sustainability and environmental improvements across sites.
- Support with the planning, set up and packing away for Trust Links events.
- Maintain inventories of tools, equipment, and materials.
- Work collaboratively with staff across departments to support events and site needs.
- Respond to urgent maintenance issues promptly and effectively.

Other

- Provide supervision and support to volunteers as appropriate
- Ensure that volunteers are fully aware of their responsibilities and have access to and understand Trust Links Policies and Procedures
- Ensure Safeguarding and Health and Safety requirements are met line with Trust Links Safeguarding and Health and Safety Policies and escalate concerns about the wellbeing of service users to the appropriate staff member
- Participate in regular supervision with allocated line manager and take responsibility for continuing self development, participating in training and development activities as appropriate
- Undertake any other appropriate duties that may be required which are commensurate with the grade of the post

Person Specification

Essential

- Proven experience in facilities management, building maintenance, or a related field.
- Good practical understanding of health and safety requirements as they relate to facilities, buildings, grounds, tools, equipment and contractor activity.
- Practical skills in repairs, woodworking, and general maintenance.
- Ability to manage contractors and oversee works.
- Excellent organisational and record-keeping skills.
- Strong interpersonal skills and ability to work with vulnerable individuals.
- Health and safety awareness
- Commitment to Trust Links' values and mission.

Desirable

- Experience working in a charity or community organisation.
- Facilities, maintenance, building management or contractor management training.
- Experience supporting facilities-related risk identification and escalation.
- Experience leading activities or workshops.
- Knowledge of sustainability and environmental practices in facilities.