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Elton Community Centre
School Lane, Elton CH2 4LT
Reg: Charity No. 520048

VOLUNTEER JOB DESCRIPTION

Building Coordinator

ROLE OVERVIEW:

Here at the Elton Community Centre we are a small team making a big impact! We run important projects, events & clubs including the Elton foodbank and community events. The charity also hires out its centre for private events and classes. Reporting into the Community Chair the Building Coordinators role will oversee Health and Safety at the centre along with general maintenance of our building. Supervising the care and upkeep of the centre is central to this role in order we maintain standards and improve spaces for our visitors and the wider community. This role may involve manual handling, lifting and/or use of equipment & tools.

SUPERVISOR: Community Chair & Trustees

HOURS: Support can include occasional weekend work, emergency repairs or specific events. Attendance at trustee meetings will on occasion be required.

MAIN ROLE RESPONSIBILITIES:

- Overseeing the Health & Safety of the building including COSH.
- Carrying out regular safety checks and maintaining accurate records.
- Ensuring clear understanding of Health & Safety policies and procedures amongst volunteers.
- Coordination of maintenance volunteers and maintenance officer.
- Providing clear direction and coordination to casual volunteers during events.
- Oversee alterations to the centre ensuring spaces are fit for hire.
- Arrange for items to be replaced and maintained as required.
- To identify any potential issues and carry out preventative maintenance or replacement of equipment as required. Procuring experts if required to carry out necessary works.
- Making recommendations for building improvements.
- Submission of building report to Trustees outlining planned improvements and/or work carried out.
- Manual handling including assembling and moving furniture for events.
- Ensuring high standards of maintenance are met in accordance with Health & Safety Policies

PERSON CRITERIA:

- Good understanding of Health & Safety (Understanding or previous experience of COSH preferred).
- Ability to provide direction, organise volunteers, coordinate activity & ensure all H&S rules are adhered too.
- Experience of basic routine maintenance or DIY tasks preferred.
- Comfortable with manual handling and lifting.
- Ability to identify issues and make recommendations for improvements,
- Be able to accurately record & log information, update records and submit reports.
- Flexibility to attend the centre for planned events and/or meetings.
- Confident procuring expert support and trades for emergencies and general upkeep.
- Available to administer routine H&S checks.
- Ability to work alone safely and adhere to community H&S policies.

