



Job Description

Facilities Coordinator

Location	Reports to	Hours	Salary
Bore Place, Chiddingstone, Kent	Venue Manager	18 hours per week, flexi-time over the calendar year	£20,001-£22,500 pro-rata

Background information

Bore Place is home to the Commonwork Trust, a charity set in 500 acres of countryside encompassing an organic dairy farm and vegetable gardens, conference centre and environmental education centre, as well as delivering programmes to provide opportunities for vulnerable and disadvantaged young people.

Job Purpose

To provide professional site management to oversee and manage the following areas:

- Site maintenance (short and long term needs)
- Whole site appearance and upkeep
- Project management of site improvement works
- Health and safety
- Site security fire risk management

Responsibilities and tasks

Site Maintenance

- Creating a plan of work to manage and improve the existing maintenance needs of the site
- Overseeing and managing both long and short term plans for site maintenance
- Working alongside all teams to ensure that a maintenance schedule is in place for each department
- Researching sustainable options and reasoning behind all works undertaken
- Obtaining and acting upon feedback from visitors to improve our premises and services
- Working with gardeners and maintenance to ensure all equipment used is properly maintained and in good working order
- Completing weekly internal and external spot checks of the site and report issues to Venue Manager and relevant team
- Ensuring high standards of cleanliness and presentation are managed throughout the site. Checking daily cleaning sheets and deep cleaning tasks are completed and recorded

Bore Place, Bore Place Road, Chiddingstone, Kent, TN8 7AR 01732 463255 hello@boreplace.org

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Project Management

- Taking on existing projects and ensuring completion within agreed timelines including refurbishment and site signage
- Creating and delivering a schedule of works for both long and short term plans for site development
- Ongoing monitoring and analysis of all running projects, and working out a strategy for improving if necessary
- Ensuring project budgets are managed and recorded
- Researching sustainable options and reasoning behind all works undertaken

Health & Safety

- Reviewing and managing the health and safety needs of the venue, ensuring training and documentation is up to date
- Regularly reviewing COSHH records for each department and ensure records are up to date
- Setting a calendar of work to make sure that the venue is compliant, including health and safety, fire risk assessments, licenses and training, electrical testing and legionella testing
- Continuously reviewing site security and implementing required improvements
- Being part of the after-hours call-out team – being available to venue visitors for queries or emergencies

Administration

- Ensuring that efficient records are kept for all areas of COSHH, health and safety, risk assessments, and fire regulations; adhering to these and other statutory regulations
- Monitoring and working within agreed budgets

Being part of the wider organization

- Working in a flexible way, including occasional evenings and weekends, around our visitors. Being available for Centre visitors' out-of-hours, in the event of emergencies and other unusual occurrences, and taking responsibility for the site on behalf of the Trust, as appropriate.
- Taking part in meetings and events as appropriate
- Contributing to Commonwork Trust's sustainable development, taking an active part in making the connections between venue, gardens, farm, education and health programmes

Person specification

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Essential criteria

- Experience of facilities management
- Experience in coordinating and managing Health & Safety/Fire/Licensing
- Evidence of ability to prioritise and meet deadlines
- IT literate in Microsoft packages
- Evidence of project management
- Evidence of ability and willingness to work hands-on
- Experience of working alongside others and of taking the initiative
- Flexibility in working hours to meet needs of the venue and its clients
- Support for the aims of the organisation

Useful criteria

- Experience of working in conference or venue settings
- Interest and knowledge of sustainable development, food and farming, education, health and dissemination of ideas

NB: We do not expect applicants to have experience in all these fields. Training can be provided.