

## Multi – Skilled Facilities Officer

**Department:** Operations / Facilities Department

**Reports to:** Commercial Operations Manager

**Direct Reports:** None

**Designation:** Permanent (5)

**Salary:** £9.27 per hour

**Hours:** 25 hours worked Monday to Friday but flexibility is required to meet the demands of the charity.

**Benefits / Equipment:** Annually 28 days holiday inc. Bank Holidays (140 hours)  
Access to Newlife Pension Scheme  
Staff discount, following 12 weeks service  
Access to Childcare Voucher Scheme  
Health Cash Plan at level 1, post probation

### **About Newlife:**

Newlife's mission is to save and change the lives of disabled and terminally ill children, across the UK.

We have over 26 years of success and we continue to help disabled children and their families, by funding:

- Free national Nurse manned helpline
- Specialist equipment grants
- Emergency equipment loans
- Child health research
- Action to campaign for change
- A 'training into work' opportunity for disabled adults
- Environmental protection

You can find out more about Newlife the Charity for Disabled Children by visiting our website:  
[www.newlifecharity.co.uk](http://www.newlifecharity.co.uk)

### **Post Summary:**

This new part time role focuses on day to day maintenance and development of property and equipment across all sites which are mainly around the midlands area. This is to ensure brand related presentation and ensure safety and compliance requirements are met. Our buildings range from several retail premises, through to Offices and Warehouses. Working within the Facilities team the role will involve: painting, minor electrical/plumbing work and routine checks. The role will also include assisting in security checks and following a successful probation period the successful candidate, after full training would be added to the current emergency call out rota. The successful candidate must also be flexible to in relation to hours of work and if necessary, work additional hours, by prior arrangement including evenings and weekends.

The successful candidate must demonstrate substantial experience in the relevant areas and responsibilities detailed within the job description. The candidate will have very effective communication skills and will be able to engage quickly and effectively with people across all levels of the charity. We are seeking a person who also has a genuine interest in the work of Newlife and is motivated to work as part of a pro-active team.

If you feel you have the essential (must have) requirements and can also demonstrate a significant number of points from the desired (could have) requirements shown, please apply.

### **Essential Requirements:**

- You must have maintenance experience and some relevant qualifications related to building maintenance, decoration, electrical, mechanical, plumbing, general repairs and other skills which are directly related to facility maintenance and development.
- You will have a confident personality.
- You must be able to demonstrate great attention to detail.
- You must be motivated to achieve objectives set by the Operations Manager with experience in working within a small team over many disciplines.
- Able to work unsupervised and maintain a safe and professionally working environment at all times, observing compliance and direction in all you do.
- Experience of being a key holder and being in a trusted position is key.
- You will need effective communication skills and be comfortable with engaging at all levels in the organisation and with external contractors.
- You will be able to estimate time frames for jobs, and deliver against these.
- We are looking for someone who is Flexible to work at evenings, weekends or Bank holidays, as contracted or additional hours, to help at peak periods and during holidays/sickness.
- Good general/basic IT skills are required, including use of emails to facilitate job allocation.
- Ability to complete and maintain records accurately, to ensure the company is fully compliant with all health & safety requirements and policies as directed.
- You should be enthusiastic and self-driven individual who will always 'see the job through to the end' but able to recognize when further advice is required from Manager.
- You must be able to demonstrate past experience of successfully working in an environment, where trust and honesty were essential.
- You must have good numeracy and literacy skills.
- There is a requirement to work safely at low level and at heights, so physical ability to allow this activity is a requirement of the role.
- Reasonably clean full Driving License and access to a reliable vehicle is required, to transport self and tools to various sites, as and when required. (All tools required, will be provided.)

### **Desirable Requirements:**

- Knowledge of Health & Safety, fire and lighting systems would be of help.

### **Primary Responsibilities:**

In respect of Newlife you will have responsibility for:

- Consistently review and repair, were possible all site facility equipment (including heating & cooling, water, lighting, plant equipment and property fabric) across a multi-site operation. Responding in set time frames to ensure and maintain a safe and professionally presented working environment for Newlife staff and visiting public.
- In conjunction and as directed by the Facilities team and Operations Manager, effectively identify and rectify general maintenance issues.
- Complete and assistance with random security staff checks across all properties as directed.
- Complete painting and decorating as and when required in all areas of the business to a high standard.
- Complete Health & Safety routine service checks as directed by legal requirements, company policies and Facilities / Operations Team.
- Be sensitive to safety issues within areas where work is being carried out and ensure all appropriate control measures are taken and followed.
- Effectively liaise across charity departments as required to maintain good communication on the progress of facility / maintenance matters and ensuring any work is completed within a way that does not cause operational or Health & Safety concerns to staff and or visiting public.

- Maintain relevant records accurately and within stipulated time requirements.
- Ensure full compliance with all relevant regulations related to building control and usage.
- Assist in conducting weekly fire alarm checks, monthly lighting checks and water checks in accordance with operating instructions.
- Working on allocated jobs against reasonable time frames.

### **Manage Health and Safety**

- Adhere to all Health and Safety policies and safe working procedures, always using suitable equipment in a safe and appropriate manner.

### **Additional Responsibilities / Expectations:**

- Work in accordance with all internal policies and procedures.
- Always compassionate and deserving of trust.
- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity.
- The commitment to be part of the culture of what makes Newlife different and successful.
- Ability to build good appropriate relationships with people at all levels while maintaining confidentiality and respect of your colleagues.
- Any other duties as required from time to time.

### **Notes:**

All offers of employment will be made subject to satisfactory references being received.  
All Newlife roles are subject to a 6 months probationary period.

### **Our Values:**

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.
- Leading in our field - to make things better.
- People at our heart - every day.

### **Interested?**

Find out more about Newlife by visiting [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk) and [www.newlifestores.co.uk/landing/](http://www.newlifestores.co.uk/landing/) or see what current employees say by visiting [www.newlifecharity.co.uk/docs/about/employment.shtml](http://www.newlifecharity.co.uk/docs/about/employment.shtml)

### **To apply:**

Submit a Newlife Application Form which is available from our website, by calling The People Team (01543 431495) or by visiting the Superstore in Cannock, via online submission, by email to [peopleteam@newlifecharity.co.uk](mailto:peopleteam@newlifecharity.co.uk) or by post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF. Alternatively you can send us your CV.

If you have any problems with completing the application form or would like further information please email or call the People Team.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

### **Other Info:**

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales

