**The Rising Sun Arts Centre**

**Job Description**

**Job Title:** Facilities Coordinator

**Salary:** £9360 per annum

**Hours:** 20 hours per week

**Reports to:** Centre Manager

**Primary Function**

The post holder will support the coordination of resources and operations within the centre with the aim of providing a positive physical environment for staff, volunteers and users. The post holder will oversee provision of resources and systems necessary for the organisation to work effectively and realise its aims and vision.

**Duties and Responsibilities**

**Key Duties**

**Room Hires –** Develop a room hire system and coordinate room hires including collecting rents and establishing a system of key holders.

**Bar Stock –** Weekly stock check and ordering of stock, supervise deliveries and pass invoices on to bookkeeper. Annual stock take to accountant.

**Cleaning –** Organise and coordinate cleaning. Supervise cleaning staff and volunteers, ensure supplies of cleaning materials kept in a safe place.

**Equipment –** Ensure equipment and tools kept and in good order. Ensure volunteers have access to equipment and tools. Keep larger items in good order and replace when necessary i.e. dishwasher, fridges etc. Hire of equipment when necessary including skips, vehicles etc.

**PA –** liaise with PA team regarding PA equipment.

**Consumables -** Keep a log of consumables and organise storage and replenishment.

**Keys** – Keep a key log. Coordinate cutting of keys for volunteers where necessary.

**Utilities –** Ensure utilities contracts are up to date. Negotiate new contracts when they become due.

**Decor –** Organise appropriate decor for the centre’s various events and create a system for storing and hanging decor – oversee decoration for Christmas, Halloween, summer festival etc.

**Repairs and Upkeep** - Keep a repair log book and contact electricians, plumbers, builders etc as necessary and oversee repairs. Coordinate minor repairs. Ensure chimney swept annually and piano tuned as necessary etc.

**Health and safety checks** – Weekly and monthly checks e.g. emergency lighting test, fire alarm test etc. Organise fire drills, compliance with fire risk assessment and health and safety policy.

**General Duties**

**Record Keeping –** re: checks and compliance, certificates and licences etc.

**Installation** – support the installation of art works and artist shows.

**Storage** – provide adequate storage and retrieval systems for various equipment and materials.

**Wood** – oversee provision of adequate wood to burn in the winter months.

**Garden** – oversee work to make the garden a pleasant environment in the summer.

**Communications** - help to establish effective internal communication.

**Accessibility - e**nsure a safe environment for all volunteers and support volunteers with special needs enabling all volunteers to make an effective contribution.

**Other Duties**

Take part in volunteer social and team building activities.

Perform any other duties commensurate with the role.

Take part in evaluation exercises as necessary and help to produce reporting material.

Evening and weekend work when necessary.

Adhere to Rising Sun Arts Centre’s health and safety, equal opportunities, safeguarding and other policies as applicable.

Observe requirements for confidentiality as necessary.

The successful candidate should have a valid UK driving licence and access to own vehicle.

**Person Specification**

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| **Essential** | **Desirable** |
| Experience of using tools and equipment | Passion for the arts |
| Time management skills | Experience of working in the charitable sector |
| Communication skills | Experience of working with volunteers |
| IT skills | Experience of project management |
| Able to work as part of a team | Understanding of safeguarding legislation |
| Knowledge of Health & Safety legislation | Understanding of participation |
| Self motivated |  |