

JOB ADVERT



Title of Post:	Central Administrator and Facilities Co-ordinator Health and Safety Officer
Responsible to:	Head of Operations and Business Development
Location:	Based at Head Office but working peripatetically
Salary:	£14.10 per hour
Hours:	22.5 hours over three days with the potential to increase to full time

PURPOSE OF THE JOB

- To undertake a variety of administrative, co-ordinating and compliance functions.
- To provide support to operational managers in respect of administrative matters.
- To ensure that supervisees are appropriately supported. – meeter/greeters?
- To meet targets and objectives, as agreed with line management.

PRINCIPAL ACCOUNTABILITIES

1. Act as a role model in all you do and represent the organisation professionally and positively in accordance with our behaviours and values.
2. Take ownership of certain administrative areas and tasks.
3. Support colleagues to help ensure a high quality of service is provided to the people using Shekinah's services.
4. Attend and minute staff and team meetings where required.
5. Work within relevant Health and Safety guidelines to maximise the safety of people using Shekinah services and staff.
6. To develop professionally and to identify opportunities to improve the level of service Shekinah offers to the people using our services.
7. Follow all policies and procedures and in particular those in respect of Risk Assessment and Safety Planning, Professional Boundaries and Lone Working, Safeguarding Adults and Safeguarding Children and other good practice guidelines or legislative requirements as required.
8. Any other reasonable duties required of you in your role as required.

GENERAL

- Adhere to all Shekinah policies and procedures.

This job description covers the current range of duties and will be reviewed from time to time. It is Shekinah's aim to reach agreement on changes, but if agreement is not possible, Shekinah reserves the right to change this job description.

ROLE PROFILE

The following list encompasses the duties envisaged for this post, but should not necessarily be regarded as exhaustive.

- As Facilities Coordinator, to make sure all Shekinah premises conform to appropriate safety & legal standards and requirements, including fire equipment and training, and building maintenance.
- Act as the principal point of contact with Shekinah's insurance brokers & coordinate all matters for General & vehicle insurance, ensuring we are legally covered throughout Shekinah.
- Hold a central database that records all contracts, leases, SLA's etc. for income, including grants & expenses such as leases and 'phone contracts. This is to include expiry dates, report dates etc so that nothing is forgotten or not renewed.
- Record all donations in the ACT Database, acknowledging thanks to donors and liaising with the Fundraising Team.
- To set up a list of approved nominated suppliers and to act as their main contact, and make sure everyone is aware of where to buy what, and any procedures required.
- As Health & Safety Officer, to co-ordinate all Health & Safety matters for Shekinah, providing reports to the CEO and Board on a regular basis.
- To be the general external point of contact for Shekinah, dealing with the reception@shekinah.co.uk email account & reception phone number.
- To maintain personal records for both staff and volunteers.
- Monitor meeting room calendars and plan for additional equipment
- To deal with other general administrative matters such as training course bookings.
- To be the point of contact for Shekinah regarding company 'phones and our ICT support team, and to co-ordinate necessary issues with staff.
- To undertake any 'special projects' which may from time to time be required.

To apply, please send CV and covering letter to:

Peter.Woad@shekinah.co.uk

Closing date: 3rd December 2024