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|  | **Job Title:** | **Facilities Coordinator** |  |
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|  | **Reporting To:** | **Logistics and Facilities Manager** |  |
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|  | **Job Summary:** | |  |
|  | As part of Midland Air Ambulance Charity’s (MAAC) Logistics and Facilities Team, the Facilities Coordinator will also assist the Logistics and Facilities Manager in the day to day maintenance and smooth running of the head office, airbases and trading shops, to ensure a safe and effective working environment.  The Facilities Coordinator will support the Logistics and Facilities Manager in ensuring health and safety compliance at all times and complete any required risk assessments and DSE assessments for staff. | |  |
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|  | **Main Duties of the Post:** | |  |
|  | **The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of MAAC which may be amended from time to time.**  Main day to day duties include:  **Risk Assessments**   * Carrying out personal risk assessments for non-clinical and retail staff. * Regularly reviewing all risk assessments and updating them where required. * Completing risk assessments for all charity events. * Carrying out DSE assessment for all new starters and for existing staff as and when required, referring to a third party DSE company as and when required.   **General Facilities Duties**   * Providing general front line soft facilities services generated through the facilities function on RADAR. * Performing floor walks to ensure that the site is safe and secure. * Allocating jobs and work schedule processes to contractors. * Ensuring equipment is in good working order, safe to use and available when needed. * Supporting the Logistics and Facilities Manager as the Health & Safety representative across the Charity, ensuring that health, safety and governance arrangements are adhering to legislation. * Supporting the Logistics and Facilities Manager in carrying out daily/weekly/monthly check and working with external stakeholders to carry out required checks, audits and annual safety checks. * Completing daily and weekly housekeeping daily RADAR checks. * Reporting any repairs and maintenance jobs via the facilities function on RADAR, following up on progress and providing feedback to the Logistics and Facilities Manager in a timely manner. * Ensuring the layout of furniture in training spaces, meeting rooms and outside event spaces are set up to meet user requirements. * Developing and maintaining key relationships both internally and externally to ensure the effective running of the facilities department. * Managing frontline repairs including but not limited to, toilet blockages, water leaks, heating and ventilation issues and lighting failures. Assisting with building incidences and emergencies. * Supporting the Logistics and Facilities Manager in managing contracts to ensure that services are delivered to the agreed and expected standards. * Monitoring the cleaning of the building to ensure it meets the standards expected and ensuring bedrooms are cleaned and that clean linen is available for the next user. * Ensuring the outside areas are clean and tidy, including waste disposal, recycling and grass cutting as and when required. * Carrying out weekly fire alarm tests and fire extinguisher checks, recording all information accordingly. * Completing monthly lighting tests. * Completing quarterly inspections across head office, the airbases and all shops. * Supporting the Logistics and Facilities Manager with monthly building checks and compliance audits through RADAR. * Ensuring all first aid boxes, bleed control kits and de-fibs are fully stocked, in date and in working order. * Monitoring equipment and internal systems including heating system, fire alarm, intruder alarm and security cameras, to ensure they are operational, arranging any maintenance as and when required. * Acting as the Head Office fire marshal, taking responsibility for guiding people out of a building safely when it is on fire and for helping to minimise the risk of a fire occurring in the first place. * Deputising for the Logistics and Facilities Manager when required.   **Stock Control**   * Completing quarterly stock-takes and working with Finance to ensure accurate and up to date figures are recorded in Cybertill. * Completing stock orders for events, volunteers and the fundraising team, booking these out via Cybertill and notifying the Logistics and Facilities Manager when shop orders are ready for dispatch so these can be delivered in a timely manner. * Managing stock returns by checking stock back in against the stock sheet and updating Cybertill and Finance. * Responsible for notifying the relevant manager(s) when stock items are running low. * Ensuring any discrepancies with merchandise orders are dealt with in a timely manner and that Finance are notified of all discrepancies.   **Health and Safety**   * Complying with all Health and Safety policies and proceedures. * Adhering to Manual Handling training provided. * Storing goods in a safe way and at a safe height, to ensure no trip hazards are present. * Wearing appropriate PPE when required. * Using lifting equipment where appropriate.   **PAT Testing**   * Assisting the Logistics and Facilities Manager with PAT testing at the warehouse, head office, shops and any other sites as required. * PAT testing any electrical items on an annual basis.     **Other Duties:**   * To attend as requested meetings and development training courses and to undertake any other duties that may arise and fall logically within your remit.   **The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification and barred list checks, which will be required before commencing duties.** | |  |

**ADDITIONAL INFORMATION**

This job description should be regarded as a guideline of the duties required and is not definitive. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. The nature of the post and the organisation is such that duties may be reviewed in the light of changing circumstances following consultation with the post holder.The post holder will be required to adopt and undertake different or new duties as may be required in line with professional and service development.

**CHARITY POLICIES & PROCEDURES**

All employees must adhere to and perpetuate all Charity policies and procedures including those relating to Fraud management, Whistleblowing, Information governance, Code of Conduct, Health and Safety, Confidentiality, No Smoking at Work and Equal Opportunities in Employment; including responsibilities under the Disability Discrimination Act. Failure to do so may result in disciplinary action.

**HEALTH & SAFETY AT WORK ACT**

The post holder is required to take responsible care for the health and safety of him/her and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with the charity to ensure that statutory and charity safety regulations are adhered to.

**MANAGING RISK: MAINTAINING SKILLS & LEARNING FROM PROBLEMS**

Reducing risk is everyone's responsibility.  All staff in the charity must attend training identified by the Chief Executive. The charity uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve the service provided.  All employees are expected to ensure they are familiar with and adopt the Infection Prevention and Control policy/procedures and all safe-working practices required in their work activity” and specifically with reference to hand hygiene and aseptic techniques.

**CONFIDENTIALITY**

All employees must observe and comply with the requirements of the Data Protection Act 2018, and associated legislation, and with the Common Law Duty of Confidentiality. The unauthorised use or disclosure of donor, staff or other personal information is a disciplinary offence and also could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018, or associated legislation.

**FREEDOM OF INFORMATION**

The post holder must be aware that any information held by the Charity in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Charity's policies.'

**CONTINUING PROFESSIONAL DEVELOPMENT**

There is a requirement to participate in the Charity’s Appraisal and Review process. Personnel are required to attend training as required by the Charity to help them perform their role safely and competently and to ensure the safety of others. This includes induction and refresher training at charity set intervals, as defined in the Workforce management policy.

**REGISTRATION**

If applicable, you are required to be fully registered with the appropriate association for your post and for you as post-holder. Failure to produce confirmation of current registration with the appropriate body will mean that you will not be permitted to commence (or continue with) your duties, nor will you be paid for those duties for the period of delay, until such time as you are able to provide this confirmation**. NB:** It is your duty to ensure that your registration is kept up to date.

**DISCLOSURE AND BARRING SERVICE (DBS)**

Post holders whose work involve, or may involve, direct contact with vulnerable adults and/or children, and/or with access to managing accounts, are subject to DBS checks every three years. Where you work directly with vulnerable adults or children, under the conditions of the Rehabilitation of Offenders Act 1974, as amended, you are not entitled to withhold information about convictions which otherwise might be considered ‘spent’. There is an ongoing obligation to declare any civil or safeguarding issues, investigations, convictions and cautions against you, during the course of your employment

**SAFEGUARDING**

The Charity has a zero-tolerance approach to the abuse of children, young people and vulnerable adults. All employees are required to promote and safeguard the welfare of children and young people and comply with the Local Safeguarding Children Board Procedures and the Children Act (1989, 2004).

**TRAVEL TO OTHER SITES**

You may be required to travel to any of the airbase locations or locations where fundraising events take place. Please complete the travel expenses form. Expenses will not be paid where travel expense forms are not fully completed.

**SMOKING STATEMENT**

The Charity is a NO SMOKING environment. Smoking in all areas of the building and premises is prohibited. Smoking may only take place in non-public areas.

**DIVERSITY AND EQUAL OPPORTUNITIES**

The Charity welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.