

**Job Title** Facilities and Estates Officer

**Hours** 35 hours per week (Full time) flexible. There is a necessity to plan diary to work out of hours according to the varied, schedule of activities.

**Reports to** Technology & Accessibility Lead.

| <b>Job Specification</b>  | <b>Essential/<br/>Desirable</b> |
|---|---------------------------------|
| <b>Qualifications &amp; Training</b>  |                                 |
| A work-related qualification, trade, Health & safety, PAT testing or equivalent   | D                               |
| Current First aid/Fire marshal/MIDAS certificate  | D                               |
| <b>Experience</b>   |                                 |
| Previous experience of working in a handyman/caretaking role or demonstrable competence of practical skills.                                    | E                               |
| Confident and competent in the use of garden maintenance equipment.   | E                               |
| Experience or evidence of being customer focused  | E                               |
| Experience in working in a fleet/transport environment  | D                               |
| Basic experience of the use of MS word & Excel and the ability to learn new systems   | E                               |
| Demonstrable ability of accurate record keeping.  | E                               |
| Experience working with visually impaired or other vulnerable individuals   | D                               |
| <b>Knowledge &amp; Skills</b>   |                                 |
| A demonstrable empathy with the Society's mission.  | E                               |
| An understanding of the requirement of Health & Safety in the workplace and the ability to comply with Health & safety policies and regulations | E                               |

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| Ability to organise rotas, order materials, complete basic paperwork and oversee volunteers on a day to day basis and to show initiative when required | E |
| Working knowledge of assistive devices and equipment (training will be provided)   | D |
| Knowledge/experience of risk assessments and dynamic risk assessment (training will be provided)   | D |
| Able to communicate effectively with individuals and other organisations   | E |
| Ability to work collaboratively and effectively as a team member   | E |
| Able to plan, prioritise, effectively manage own time and own workload.  | E |
| Has positive energy and drive and the ability and desire to achieve high standards   | E |
| Ability to work independently with minimal supervision but must be flexible and adaptable  | E |
| <b>Personal Qualities</b>  |   |
| Must be professional, friendly, helpful and approachable   | E |
| Be reliable and hardworking  | E |
| Be resilient and calm under pressure   | E |
| Must be a self-motivated, able to act on their own initiative and problem solve if required  | E |
| Encourages innovation and supports change  | E |
| <b>Additional Requirements</b>   |   |
| Must be able to physically carry out the requirements of the role. Please note this role involves driving, standing, walking, lifting and carrying     | E |
| Must be willing to participate in training on/off island when appropriate and apply new skills   | E |
| Be comfortable working in settings where assistance or companion dogs are used.  | E |
| A full clean driving licence with D1 entitlement   | E |
| Must be very flexible with hours/duties, work out of hours including weekends and willing to organise own diary  | E |