

## **Manx Blind Welfare Society**

### **Job Description: Facilities and Estates Officer**

**Reporting to: Technology and Accessibility Lead.**

**Hours to be worked: Full time, flexible 35 hours per week.**

**Purpose:** The central purpose of this role is to support the operational delivery of all services offered within Manx Blind Welfare Society by ensuring the environment is a safe place to deliver these services, including maintenance of the fleet.

The Facilities and Estates Officer will support the delivery of "Moving Forward"; implementation of the operational ethos by enabling and empowering our members, providing them with opportunity and choice to support their independence and wellbeing and building a sustainable, fiscally accountable service.

1. The postholder will by nature and by action demonstrate an empathy with the mission of Manx Blind Welfare Society together with a passion for working for the needs of blind and visually impaired individuals or communities on the island.
2. The postholder will provide an out of hours service for those using Corrin Court, which will include activities run by Manx Blind Welfare Society and external users of Corrin Court. They must work flexibly and manage their 35 hour working week to accommodate these out of hours requirements which may include weekends.
3. The postholder will be a designated key holder for Corrin Court.
4. The postholder will be responsible for the administration of the booking system for room hire at Corrin Court.
5. The postholder will prepare rooms and grounds within Corrin Court for activities, events and functions as required. They will provide building orientation to external users of Corrin Court which may include, but not be limited to fire regulation compliance, use of keys and use of alarm system, if necessary. This orientation may be required at short notice, or with prior notice and may be required out of hours.
6. The postholder will be the nominated Health and Safety Reporting Officer and Fire Officer on behalf of Manx Blind Welfare Society. They will deal with all reported Health and Safety accidents and incidents, including notifying the Health and Safety Executive, if required. They will investigate accidents and incidents and update the CEO of the findings of any such investigations for the CEO to report to the Trustees.
7. The postholder will conduct all fire safety checks in accordance with the Fire Policy, including weekly fire alarm tests, monthly maintenance checks of all equipment in premises and vehicles. This includes checks at the VIP Store in the absence of the Shop Supervisor.

8. The postholder will create a centralised database for all checks required by the role. This database will be accessible to all staff and will include but not be limited to, the date and time of any checks, the checks taken, any issues defects or hazards identified and any action(s) taken to remedy any defects or hazards.

9. They will deliver one to one fire safety training for all staff, including volunteers, contractors and those who hire Corrin Court.

10. The postholder will maintain all First Aid kits and Defibrillator within Corrin Court and the VIP Store and ensure that all kit is within date.

11. The postholder will be responsible for routine maintenance of the grounds of Corrin Court, including the Freedom Field. This will include, but not be limited to grass cutting, hedge trimming, weeding and general tidying of the grounds.

12. The postholder will undertake and record weekly routine inspections of all Manx Blind Welfare premises, including Corrin Court, the grounds of Corrin Court, the Freedom Field and the VIP store. These checks will include but not be limited to water testing, boiler and heating checks, equipment, premises and ground checks for defects, damage and hazards.

13. Upon identification of any damage, defect or hazard, they will make safe the environment, ensuring that any area is cordoned off, if necessary. They will deal with any damage, defects or hazards identified and carry out minor repairs within their capability. For repairs out with their capability, they will identify suitable external contractors to remedy the faults identified and will liaise with and direct external contractors to sites of repair, remedial or routine maintenance, monitor the progress of the contractors work and where necessary, sign a satisfaction note.

14. The postholder will conduct all PAT testing of equipment and devices that require such testing.

15. The postholder will create a centralised database to record all checks required by the role. This database will include but not be limited to the date and time of any checks, the checks undertaken, any issues, defects or hazards identified and any action(s) taken to remedy any defects or hazards.

16. The postholder will be responsible for auditing equipment delivered, coding of equipment prior to allocation or distribution and stocktaking across the service.

17. The postholder will undertake any specialist training required for the role, including but not limited to, MIDAS, Health and Safety, Fire Safety, water testing and Manual Handling. They will maintain specialist qualifications, once trained. They may be required to undertake off island training.

18. They will be the principal staff driver of the mini-buses or any other fleet vehicle, when required.

19. The postholder will be responsible for the maintenance of the fleet of vehicles. This includes ensuring all tests and services are conducted, day to day maintenance and safety checks including, but not limited to, weekly visual tyre checks, lighting checks, horn checks, washer and oil levels and dealing with any defects noted.

20. They will refuel and wash each vehicle once a week and valet each vehicle once a month.

21. They will create and oversee a centralised calendar and booking system for the use of all vehicles within the fleet.

22. The postholder will be responsible for emptying, collection and distribution of all items placed in the VIP store donation stations and recycling bins.

23. The postholder will identify volunteering opportunities for fleet and estate management and donation collections and distributions and have oversight of the activities of any such volunteers.

24. In the absence of the Technology and Accessibility Lead, the postholder will help and support members with their resources needs.

25. Manx Blind Welfare Society has a team work ethos. All staff may be required to cover the work of their colleagues and should have an understanding of their colleagues' roles. The post holder will be no exception and will be required to undertake any reasonable task required by the Chief Executive.