



Vocational and Personal Development for Young People

UK Registered Charity No: 1187128

ESTEEM Facilities and Health & Safety Coordinator

Job title	ESTEEM Facilities and Health & Safety Coordinator
Accountable to	Chief Officer
Based at	ESTEEM office, Old School House, Shoreham-by-sea
Contract	Fixed-term contract until 27th March 2021, with a view to possible continuation subject to funding.
Hours	21hrs hours per weeks for 26 weeks
Pay	£13ph
Application Deadline	Wednesday 19th October 2020, midnight
Interview date	Week beginning 26th October 2020
Start Date	1st November 2020 (with flexibility, preferably to start sooner)
How to apply	You will need to complete an application form which you can find on our website: http://esteem.org.uk/jobs-board/ or contact HR@esteem.org.uk for an application pack

Job Description

ESTEEM is a Sussex-based charity which involves young adults aged 14-26 in opportunities to develop confidence, build life-skills and improve well-being. We do this by offering access to 1:1 vocational mentoring, tailored volunteer roles, well-being support services and group activities in a safe and supportive environment.

This is a newly funded, kick-start project enabling ESTEEM to safely transition from Lockdown to post-COVID-19 reality. ESTEEM is now able to continue previous methods of working in-person, while at the same time developing a virtual online offer. Thanks to the National Lottery Coronavirus Support fund, ESTEEM has a great opportunity in meeting the rapidly changing needs of young adults, as the world shifts to a more online presence.

Your role will be to ensure ESTEEM has facilities, policies, procedures and processes in place to run safe, effective activities from The Old School House and in the wider community. You will need to be able to deliver both practical and administrative aspects of Facilities Support. Accountable to CO, with some input from ESTEEM's Business Administrator

The role will be based at The Old School House (OSH) in Shoreham-by-Sea. There is also some scope to be able to work from home part of the time. This building needs small but regular maintenance and ESTEEM requires someone to coordinate the upkeep of the building as well as oversee H&S policies and procedures. ESTEEM needs to be able to respond to the necessary COVID-19 related safety measures which are continually changing. This role will enable more organisational capacity in meeting these needs effectively and efficiently. All ESTEEM H&S policies and procedure processes have been dramatically accelerated in order for ESTEEM to meet the new demands placed upon us.

Key Responsibilities

The main areas of your role will be:

- Support the staff team with Health & Safety, facilities coordination, and training coordination, with a particular emphasis on COVID-19 safety measures.
- Monitor, maintain and develop The Old School House (OSH) systems and processes and oversee their implementation
- Build effective relationships both internally, and with third parties, including cleaners, trades people and local authority
- Arrange and assist with training for all staff to include COVID-19 safety measures, first aid and GDPR.
- Be the go-to person for all health and safety requirements
- Ensure all documentation are kept up to date and in line with legislation and action when compliance needs to be carried out
- Work closely with ESTEEM Management, assisting with operation tasks
- Edit, update and create policies and procedures (using pre-existing and new templates)
- Responsible to manage the Youth Office Assistant & the Cleaner, to include 8-weekly supervision sessions
- Look for, oversee and manage trades people required to complete maintenance tasks in the OSH
- Work alongside the Youth COAST Program manager and the CO to oversee OSH budget

Person Specification

Experience - at least 2 years of:		Essential	Desirable
1	EHO in training or qualified to EHORB level or Recognised qualification in Health and Safety (NEBOSH National Diploma in Occupational Health and Safety (or equivalent)		✓
2	Experience responsible for coordination of H&S and staff training coordination in a professional capacity	✓	
3	Experience of carrying out and managing facilities tasks related to facilities	✓	
4	Experience of interpreting and implementing health and safety legislation and good practice in a commercial setting	✓	

5	Experience of enforcing health and safety regulation with an enforcing authority		✓
7	Demonstrable record of leading, motivating and inspiring people, with understanding of a youth-led approach		✓
9	Experience in a charity/care environment		✓
10	Experience of effective project management and working to achieve set targets		✓
11	Efficient with attention to detail	✓	

Skills, Abilities and Knowledge			
1.	Ability to research and implement organisational compliance aspects including Health and Safety, Covid-19 related and security of the site	✓	
2.	Handle pressure well with the ability to multitask	✓	
3.	The ability to distinguish between conflicting demands, scheduling and planning work in order to meet priorities and deadlines	✓	
4.	Strong organisational skills	✓	
5.	Ability to work autonomously as well as part of a team	✓	
6.	Strong working knowledge of Google Drive and MS Office, in particular Excel	✓	

Personal Attributes			
1.	Helpful, cooperative and sensitive to the needs and feelings of others, including a commitment to the organisation being youth-led.	✓	
2.	Demonstrate and promote ESTEEM's core values	✓	
3.	Dynamic, energetic, imaginative and able to work responsively in a vibrant and fast-changing environment	✓	
4.	Proactive individual who uses their initiative to get things done	✓	

What we offer

- Excellent Development and Growth Opportunities

ESTEEM's employees are encouraged to consider opportunities to develop new skills or progress including application to new roles in the organisation or just to get involved in various projects happening within the organisation.

- A Diverse and Inclusive Workplace

Equality, diversity and inclusion are central to ESTEEM's values and how we work.

We are proud of our commitment to diversity and inclusion and support young people and staff from different backgrounds so they are able to be their best selves. Our networks include: All Sorts Safer Spaces (LGBTQIA+), Adur Refugees and Possibility People.

Other benefits include

- Holidays 28 days (pro rata) , including bank holidays
- Full induction
- Ongoing employee training and development opportunities
- Workplace Pension enrolment: Smart pension
- Work from home opportunities
- Flexible working hours
- Staff Wellbeing Week every three months
- Duvet hours

We are committed to maintaining your work/life balance. We operate flexi-working, which allows you to supplement your annual leave entitlement. ESTEEM office hours are 10am-6pm, Monday to Friday though we take a flexible approach to work and working patterns; we also ask the same of our staff, alongside the ability to work effectively and respond appropriately in challenging circumstances.

If you have the skills, knowledge and drive that we are looking for, and are passionate about helping young adults to flourish, we would love to hear from you. You will be required to complete a safer recruitment form as part of your application, we will not contact your references without notifying you first.

For an informal discussion about the role, please contact Cat Vizor, Chief Officer on 07760395085 or cat.vizor@esteem.org.uk

Please complete the application form, without this we will sadly be unable to consider your application. You can access the application form via <http://esteem.org.uk/jobs-board/> or by emailing hr@esteem.org.uk