

JOB DESCRIPTION

JOB TITLE: Facilities Officer

SALARY: £20,000 - £22,000 per annum pro rata - Part Time 19 hours per week. Flexible on allocation of working hours throughout the week.

REPORTS TO: Executive Director

RESPONSIBLE FOR: Office management, health & safety, and maintenance of the Discovery Centre & grounds

CONTRACT: 1 year initially

LOCATION: Lamlash, Isle of Arran

JOB SUMMARY

The Facilities Officer provides support to the COAST Team, to provide a safe, clean, and secure environment for all visitors, employees, volunteers, and partners.

MAIN RESPONSIBILITIES

- Responsible for the maintenance and upkeep of all buildings, equipment, and facilities.
- Responsible for ensuring the overall cleanliness of all organisation facilities.
- Conduct regular inspections of the site, facilities, and equipment to assess conditions and readiness for visitor use.
- Equipment Maintenance and Management.
- Detail and complete maintenance requirements.
- Operation of compressor and filling of dive cylinders as required.
- Assist with weekly maintenance to aquariums.
- Responsible for health and safety throughout the organisation.
- Ensure site and building security.
- Liaison with service providers and contractors on site as required.
- Ad hoc duties when required.

Specific duties and responsibilities

Specific duties include the following. Other tasks may be assigned in line with COAST's objectives and priorities.

Discovery Centre and Office

- Supervise the maintenance and servicing of all assets, and facilities at the Centre, including the upkeep of the building and outsource support (such as cleaning) as required.
- Create and maintain an inventory of all COAST's assets including van ensuring regular maintenance and MOT checks are carried out.
- Assist with the set up for public events and meetings.
- Project manage centre repairs and capital improvements approved by the Director.
- Liaise with external contractors in collaboration with the Director as required.

Equipment and Inventory Management

- Assist the Marine Team Leader to maintain the air compressor and oversee the provision of the air-fill service as required.
- Liaise with our IT consultants who oversee our systems to ensure that the organisation runs smoothly.
- Ensure proper governance of digital data and ensure hard drive back-up of master data.
- Ensure the marine tanks are maintained and the creatures and plants within it are healthy.
- Responsible for COAST vehicles, insurance, maintenance etc.

Grounds management

- Ensure that the tennis courts area and putting green are safe, well-maintained and tidy,
- Liaise with the Education & Communications officer to set up volunteer maintenance tasks
- Co-ordinate with colleagues to ensure the grounds are suitable for public use
- Assist the Director to develop and refurbish the area in liaison with colleagues.

Health & Safety

- Ensure compliance with health and safety, insurance, and any other legal regulations to provide a safe environment for all staff, visitors, and volunteers.
- Carry out monthly Fire Safety procedures.
- Ensure all staff and volunteers complete necessary health and safety training.

PERSON SPECIFICATION

- Ability to handle multiple requests, prioritise duties and working in a fast-paced environment
- Strong communications skills both verbal and written
- Ability to work to deadlines
- Dependable and flexible
- Ability to work as part of a team who values integrity, inclusiveness, respect, and sustainability
- IT literate
- Full clean driving license
- Detail(ed) oriented

TERMS OF EMPLOYMENT

Outline details of the terms of employment are set out below:

- Notice period: One month by either party
- Length of Contract: 1 year, continuation dependent on funding
- Probation period: There will be a one-month probation period.
- Annual Paid Leave: Full time staff accrue 20 days holiday plus 6 flexible public and 4 set public holidays (Christmas and New Year) per calendar year. Part time staff accrue these days pro rata.
- Hours of Work: 19 hours per week; this may include some weekends and evenings.
- Time Off in Lieu: All overtime and weekend work will be recognised by accruing TOIL.
- Workplace Pension Scheme: Enrolment in a third-party workplace pension scheme.
- Location: COAST office, Isle of Arran; with travel to meetings and conferences on COAST business as required
- Reporting: A regular progress report will be prepared by the Facilities Officer as and when required by the Executive Director.
- Training: Training will be provided as appropriate to the position.
- Appraisals: An annual professional development appraisal will be undertaken in January of each year prior to the annual pay review.
- Expenses: Approved expenses will be reimbursed each month.

DUE DATE FOR APPLICATONS Friday 5pm 14th October.