

## **JOB DESCRIPTION**

**Job Title:** Facilities Officer

**Salary:** £22,500 - £25,000 (pro rata)

**Hours of Work:** Working hours are negotiable from a minimum of 19 hours up to 30 hours per week. Flexible working days and times to suit successful candidate.

**Reporting to:** Executive Director

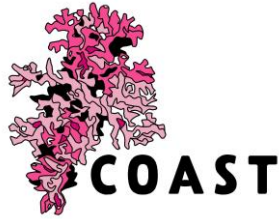
**Responsible for:** Office management, Health & Safety, and maintenance of the Discovery Centre and grounds

## **JOB SUMMARY**

The Community of Arran Seabed Trust (COAST) is a small community-based marine conservation charity on the Isle of Arran. The Facilities Officer provides support to the COAST Team through provision of 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.
- Assist with maintenance of aquariums. \*Appropriate training provided.
- Ensure compliance with health and safety, insurance, and any other legal regulations to provide a safe environment for all staff, visitors and volunteers.
- Liaise with our IT consultants who oversee our systems to ensure that the organisation runs smoothly.
- Conduct regular inspections of the site, facilities, and equipment to assess conditions and readiness for visitor use.
- Responsible for health and safety throughout the organisation.
- Equipment maintenance and management.
- Responsible for the overall cleanliness of all organisation's facilities.
- Operation of compressor and filling of dive cylinders as required. \*Appropriate training provided.
- Ensure site and building security.
- Liaison with facilities volunteers.
- Liaison with service providers and contractors on site as required.
- Assist our skipper with repairs and maintenance on our research vessel RV COAST Explorer.
- Assist with crewing on RV COAST Explorer \*Appropriate training provided.
- Ad hoc duties when required.
- Ensure that the tennis courts area and putting green are safe, well-maintained and tidy.



## PERSON SPECIFICATION

- Ability to handle multiple requests, prioritise duties and working in a fast-paced environment.
- Strong communication 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 drivers' licence.
- Ability to remain calm and courteous in all circumstances.
- Detail oriented.
- Team player.
- Interpersonal skills.

## 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 32 annual leave days, including bank holidays, per year. Part time staff accrue these days pro rata.
- **Hours of Work:** Negotiable between 19 to 30 hours per week.
- **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, Lamlash, Isle of Arran; with travel to meetings and conferences on COAST business as required.
- **Reporting:** The facilities officer will keep the operation plan up to date for their assigned projects and provide weekly update bullets for an internal weekly e-bulletin.
- **Training:** Training will be provided as appropriate for the position. Any additional training needs identified by the candidate will be reviewed by the Executive Director.
- **Appraisals:** An annual appraisal will be undertaken in January/February of each year prior to the annual pay review.
- **Expenses:** Approved expenses will be reimbursed each month.

## DUE DATE FOR APPLICATIONS

**Monday 5pm 29<sup>th</sup> April.**

**Please email CV and cover letter to: [aine@arrancoast.com](mailto:aine@arrancoast.com)**