

JOB DESCRIPTION – Site Coordinator - Brightspace

JOB TITLE: Brightspace Site Coordinator	SALARY: £19,500 (pro rata)
	HOURS : 25 hpw
ACCOUNTABLE TO: Director of Finance	LOCATION: Community Action Suffolk, Brightspace, Ipswich
JOB PURPOSE	
<ul style="list-style-type: none"> • To liaise with and maintain positive relationships with tenants and staff to ensure the smooth operational running of Brightspace • To be the point of contact for all tenant enquiries at Brightspace • To provide buildings administrative support • To be responsible for the day to day Health and Safety and maintenance of Brightspace • To be responsible for the security of Brightspace • To liaise with external contractors to ensure the effective maintenance of Brightspace • To be an ambassador for CAS supporting and promoting CAS's diverse range of products and services • To be a positive and flexible member of a high performing team 	
MAIN DUTIES AND RESPONSIBILITIES	
<p>To liaise with and maintain positive relationships with tenants and staff to ensure the smooth operational running of Brightspace</p> <ul style="list-style-type: none"> • Move, set up and put away furniture and equipment for use within premises as instructed • To dispose of broken furniture and equipment • To carry out other associated duties from time to time <p>To be the point of contact for all tenant enquiries at Brightspace</p> <ul style="list-style-type: none"> • To deal with and direct if necessary existing and new tenant enquiries via face to face contact, phone and email as necessary. <p>To provide buildings administrative support</p> <ul style="list-style-type: none"> • To liaise regularly with the Director of Finance regarding any maintenance requirements, health and safety and condition issues • To prepare annual letters, licence agreements and associated forms to tenants and ensure all are signed and returned 	

- To prepare new licence agreements and forms for any new tenants
- To review room and workshop tenant rates across Brightspace
- To carry out any other buildings administrative tasks as required

To be responsible for the day to day Health and Safety and maintenance of Brightspace

- To carry out day-to-day general maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls. (This list is not exhaustive, but an example)
- To keep the grounds clean and tidy including grass cutting and minor tree maintenance work.
- To ensure that refuse containment areas are clear and tidy and bins are located at the appropriate collection points, dispose of litter and oversee recycling as required
- To ensure drains and gullies are clear and free flowing
- To be responsible for oversight of services – gas, water, electricity and for recording consumption
- To carry out and record basic routine checks and maintaining Health and Safety records
- Demonstrating Health and Safety awareness and have a willingness to attend training courses
- To follow the CAS Brightspace Operational manual and a planned maintenance programme

To be responsible for the security of Brightspace

- To lock and unlock gates, external and indoor doors as required, close and secure all windows
- To switch on/off as appropriate security alarm/systems, heating, lights etc and making sure that they are working properly
- Check the premises have not been disturbed or damaged and ensure building is secure
- To keep a list of keyholders and ensure adequate keys are held for all buildings on site

To liaise with external contractors to ensure the effective maintenance of Brightspace

- To arrange and oversee visiting contractors and ensure building security and safety

To be an ambassador for CAS supporting and promoting CAS’s diverse range of products and services

- Develop and maintain a working knowledge about the diverse range of CAS’s products and services and seek to raise awareness and promote these locally and wherever possible

To be a positive and flexible member of a high performing, innovative and enterprising CAS team

- To work collaboratively with colleagues to find solutions to issues as they arise

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • A good general standard of education
Knowledge, Experience and Skill	<p>Essential</p> <ul style="list-style-type: none"> • Good verbal and written communication skills

	<ul style="list-style-type: none"> • Customer focused approach and experience of communicating confidently with a diverse range of people on the telephone, face to face and by email • Be self-motivated and independent with the ability to use own initiative to identify and problem solve proactively • Highly developed organisational and time management skills. Ability to meet deadlines. • To develop, establish and maintain good working relationships across all staff and tenants on site • Excellent working knowledge of modern IT – Microsoft Office (Word, PowerPoint, Excel) and Internet • Previous experience of working in a caretaking/maintenance environment and knowledge of cleaning and maintaining equipment • A good knowledge and understanding of Health and Safety guidelines • Range of handyperson skills • Be a keyholder • Physical ability to move tables and chairs to do practical room set ups and changes • Flexibility to deal with unexpected and varied maintenance requests
<p>Attributes</p>	<ul style="list-style-type: none"> • Personal commitment to CAS and its values • Excellent attention to detail • Excellent team player with a positive attitude to change • High levels of flexibility and a can do attitude with the ability to “muck in” where required • A collaborative and solution based approach to solving problems • Ability to self manage, organise, balance and deliver against a range of competing priorities • Commitment and an ability to contribute to an emotionally healthy and enjoyable working environment • Occasional travel around the county and so an ability to travel within Suffolk or further afield as necessary

September 2020