

Vacancy for Caretaker

This is a new part-time post at the Hanover Centre (a Hanover Community Association project). It is a requirement of the job that the post-holder lives in Hanover.

The successful applicant will be able to demonstrate a willingness to work flexibly, often at unsocial hours, and to deal with unexpected issues in a calm and organized fashion. Permanent appointment is subject to successful completion of three months' probation.

Applying for the job

Please study the job outline and the attributes of the ideal applicant before you complete the application form. We will decide who to invite for interview by looking at how closely each candidate meets the requirements listed. You need to tell us about your specific experience and abilities, including any relevant experience, training or qualifications that show your suitability for this post. **Please don't send a CV.**

You can either:

Email your application to:

jobs@hanovercommunity.org.uk

We will acknowledge all email applications. If you apply by email and we decide to shortlist you, we will ask you to sign your application at the interview.

Or

Post it to:

Steve Chapman
Chair, HCA Trustees
48 Southampton Street
Brighton
BN2 9UT

The deadline for completed applications is Friday 29th June 2012. Applications received after that date will not be considered. Interviews will be held on the afternoon and evening of Tuesday 3rd July. Please let us know if you cannot attend on that day.

Confidentiality

Access to applications is limited to the people directly involved in short-listing and interviews, and we will only apply for references when we are about to offer the job. The successful applicant's application form will be retained in our personnel files.

Nature of Business

Hanover Community Association (HCA) is a small charity working in Hanover. It aims to provide social, recreational and educational opportunities to help sustain Hanover as a vibrant community. HCA is run by a Management Committee of unpaid voluntary trustees.

Activities

HCA operates the Hanover Community Centre as a venue for hire for classes, meetings, parties, events etc. The Centre is on two floors linked by staircases and includes a garden area outdoors. Internally there are two large halls, a smaller room, a balcony area, a kitchen, an office, two loft areas, and a number of cupboards and store-rooms. The Centre garden is open to the public except when in use for specific events such as our annual Beer Festival. The Centre serves as an Open House for 4 weekends in May during the Brighton Festival Art Trail.

JOB DESCRIPTION

| | |
|---------------------------------|---|
| TITLE: | Caretaker |
| REPORTS TO: | HCA Management Committee |
| PEERS: | None |
| OTHER KEY RELATIONSHIPS: | Manages part-time cleaners and deals with the public and tradespeople |
| HOURS: | 8 hours p.w. |
| REMUNERATION: | £7.50 per hour (£60.20 p.w. or £3,130.72 p.a.) |

PURPOSE OF JOB

| |
|--|
| <ul style="list-style-type: none"> • To ensure that the Hanover Centre is kept clean, safe and comfortable for our users. • To manage the Centre's cleaners efficiently. • To deal with tradespeople and contractors. |
|--|

PRINCIPAL DUTIES

| |
|---|
| <ul style="list-style-type: none"> • To do a full check of the Hanover Centre, garden and bicycle store every week to ensure that all equipment, furniture and fittings are in good repair and that the premises are safe, including responding to any reports of defects from hirers.¹ |
| <ul style="list-style-type: none"> • To do small repairs to remedy minor faults and to book work with the organisation's approved tradespeople. |
| <ul style="list-style-type: none"> • To keep storage areas safe and tidy. |
| <ul style="list-style-type: none"> • To move equipment and furniture as directed to meet the needs of hirers – including moving tables and chairs up and down stairs.^{1,2,3} |
| <ul style="list-style-type: none"> • To supervise two cleaners and to ensure that their equipment and supplies are maintained.¹ |
| <ul style="list-style-type: none"> • To be 'on-call' on weekday evenings and at weekends to take emergency calls and attend or arrange for a volunteer to attend the premises to deal with them.^{2,3} |

¹ May require attendance early in the morning

² May require attendance in the evening

³ May require attendance on Saturday or Sunday

ATTRIBUTES, SKILLS AND EXPERIENCE REQUIRED

| |
|---|
| You must have: |
| <ul style="list-style-type: none"> • Experience of looking after a building |
| <ul style="list-style-type: none"> • A positive and creative approach to people and problems |
| <ul style="list-style-type: none"> • Ability to attend at the Centre at short notice and to work variable and unsocial hours |
| <ul style="list-style-type: none"> • Ability to move chairs and tables up and down stairs |
| It would be an advantage to have: |
| <ul style="list-style-type: none"> • Experience of organising a small team |
| <ul style="list-style-type: none"> • Experience of dealing with members of the public |
| <ul style="list-style-type: none"> • Experience of keeping accurate records |