

## **BIRMINGHAM & SOLIHULL WOMEN'S AID JOB DESCRIPTION**

**Post:** General Maintenance Worker

**Hours of Work:** 15 hours per week (some out of hours working)

**Salary:** £18,635 pro rata

**Job Purpose:**

- To carry out maintenance tasks and ensure the maintenance of BSWA's refuge accommodation and other sites is of a high standard and meets the requirements of safety legislation.

**Responsible to:** Refuge Manager

### **Duties and Responsibilities**

**Administration:**

- To work within BSWA's administrative and financial systems
- To keep accurate records of financial transactions in line with BSWA's procedures
- To ensure that Health and Safety records are kept up to date
- To work with project staff to develop, maintain and utilise reporting systems for repairs carried out both internally and externally.
- To order stocks and supplies for refuge sites, checking, distributing and confirming cost
- To maintain a database of repairs and maintenance information
- To carry out internet searches for goods and services.

**Maintenance:**

- To develop and be accountable for a work programme of maintenance that prioritises work in relation to minimising voids in refuge but also covers maintenance at all BSWA sites
- To develop daily/ weekly/ monthly programmes of work to ensure that the refuge is maintained to a high standard to be agreed with your line manager
- To make regular maintenance inspections on all sites
- Keep accurate records of maintenance issues and action taken
- To report in writing, using maintenance pro forma, to your line manager all maintenance issues
- To draw up requisitions using a purchase requisition pro forma for materials. This is to be agreed with your line manager
- To purchase equipment either by ordering from agreed suppliers or by shopping using petty cash
- To carry out day to day decorating, repairs and other practical tasks within BSWA buildings as agreed with your line manager
- To ensure the upkeep of refuge gardens
- To ensure work carried out is in line with current Health and Safety Legislation
- To work within a specified budget as agreed with line manager to ensure work undertaken is done so in the most cost effective ways.
- To support managers in carrying out health and safety and fire checks.
- To maintain gardens at various sites to ensure health and safety and maximum use
- To maintain all equipment for maintenance role.

**Transport:**

- To collect and distribute orders and equipment to various BSWA sites
- To be responsible for the upkeep of the maintenance vehicle
- To dispose of unwanted goods; ensuring annual pass for the tip up to date.
- To transport service users and their belongings under the direction of line manager

**Training:**

- To identify and attend training relevant to the post in agreement with your line manager
- To attend in-house training

**Communication:**

- To ensure that all staff team members are aware of any matters that are relevant to the welfare and security of the refugees, staff, volunteers and service users by:
  - a) Maintaining BSWA communication records
  - b) Following safety procedures
  - c) Attending team meetings
  - d) Carrying out risk assessments in conjunction with your line manager
- To attend support and supervision sessions with your line manager
- To develop a professional working relationship with external agencies
- To be involved in the Annual Review process

**General:**

- To maintain the confidentiality of the women and children using the service
- To maintain confidentiality in all matters relating to the organisation
- To offer an equal service to all women and children regardless of age, class, culture, language, race, religion and sexual orientation
- To be aware of the issues surrounding domestic violence
- To ensure the efficient use of resources at all times
- To work within BSWA policies and procedures and demonstrate a commitment to the values and ethos of BSWA
- To work within organisational and local safeguarding children and vulnerable adult guidelines
- To work within BSWA's framework for equal opportunities and anti-discriminatory practice
- To participate in the development and annual appraisal of a personal individual development plan with the line manager
- To undertake any other duties required by BSWA, which may arise incidentally, develop, or be assigned commensurate with the post

## Birmingham and Solihull Women's Aid

### Post: Maintenance Worker

### Person Specification

<b>Commitment and understanding:</b>	Form	Interview	Test
Commitment to services for women and children affected by domestic violence.	X	X	
Commitment to work within BSWA ethos, policies and procedures.		X	
An understanding of women's issues and feminist principles, in particular around the issues of domestic violence and its implications for women and children.	X	X	
Commitment to providing services within an anti-discriminatory/equal opportunities framework to meet individual needs.	X	X	

<b>Experience:</b>	Form	Interview	Test
Experience of carrying out maintenance work	X	X	

<b>Skills:</b>	Form	Interview	Test
Ability to work on own initiative and as part of a team	X	X	
Ability to set up and maintain effective administrative system	X	X	
Ability to work within set budgets	X	X	
General decorating and maintenance skills	X	X	
The ability to prioritise and manage your own workload	X	X	
Flexibility and reliability		X	
The ability to establish a good rapport with staff, volunteers and residents		X	
Knowledge of the required Health and Safety legislation		X	
An understanding of equal opportunities	X	X	
Current driving licence	X		

<b>Desirable</b>	Form	Interview	Test
The ability to speak one or more of the community languages of Birmingham and Solihull	X		
An understanding of domestic violence	X		
A relevant recognised qualification	X		