

Lordship Hub Co-op

Community building in every sense

Building Supervisor

Fixed Part Time (2yrs)

Salary: £4,004 (£24,045 pro rata)

Hours: 6 hours per week

Location: Lordship Recreation Ground, Higham Road, Tottenham, N17 6NU. North London

Establishment: Lordship Hub

Closing date for applications: Thursday 6th June 5pm

Interview date: Tuesday 11th to Friday 14th June 2019

Possible 2nd round interview: Tuesday 18th June 2019

Who we are and what we do

We are not a standard workplace, we are Lordship Hub. So please don't apply if you're looking for a 'normal' office job, where you clock in at 9 and leave on the stroke of 5, day in day out, you won't find that here!

What you will find is a great bunch of dedicated staff and volunteers, from all walks of life, with a massive variety of skills and needs, who will welcome your enthusiasm for the role and the general ethos of the organisation and embrace your energy and knowledge, to continue ensuring Lordship Hub is at the heart of our community.

Set in the middle of Tottenham's largest park, with a lake outside and acres of trees and greenery, it really is a unique place to work. As a community co-operative we are guided in what we do by our members, volunteers, staff, customers and other stakeholders.

Job Description

- General supervision and monitoring of building
- Identify building needs and arrange necessary servicing/repairs
- Carry out small repairs and diy tasks where feasible
- Monitor repairs log book
- Deal with regular service engineers
- General liaison with contractors of the Hub, monitoring and record keeping
- Establish and monitor yearly maintenance programme.
- Monitor capital building works and snagging
- Monitor pest control contract
- Ensure that we are H&S and fire compliant, including fire equipment and fire escapes, updating H&S and fire safety procedures, updating staff with relevant information. Weekly call point checks.
- Maintain First Aid Kits and supplies

Tasks common to all employees

- Communicate all important information and changes to staff, volunteers and/or board
- Support all colleagues (paid and unpaid) in their role
- keep and update relevant contact list
- Report any repairs in relevant book

What we are looking for

Essential

- Excellent time management skills
- Excellent communications skills
- A commitment to team work and collaborative decision-making.
- A commitment to the local community
- Excellent problem-solving skills and the ability to take initiative and be flexible.
- Be open to new ideas, but with natural leadership qualities.
- To be able to see solutions where others may only see problems

Desirable

- Experience of using cloud based filing systems
- Experience of writing reports for communicating plans, developments and issues to relevant people within the organisation
- Experience working with a wide range of people from various backgrounds
- Ability to take an overview of the business as whole
- Willingness to learn from others

Why it's great to work at "The Hub"

- Our flat management structure provides the opportunity for a free flow of ideas where everyone can have their say. You'll get the opportunity to take forward your own ideas and use your leadership skills to make a real difference.
- You'll work with a friendly and committed team.
- You'll enjoy a friendly, lively atmosphere in a beautiful park setting.

Please make sure to look at our website so that you can get a better idea about our business:
www.lordshiphub.org.uk

To apply

Please send your C.V. and a covering letter to: recruitment@lordshiphub.org.uk