

Job Description: Hires and Building Coordinator

2nd August 2021 to week ending 7th January 2022

2 days a week (14 hours)

Up to £12.50 per hour if S/E or approx £21,000 pro rata on PAYE

We are recruiting a Hires and Building Coordinator at Levenshulme Old Library. This role is for 2 days a week (14 hours), for approximately 5 months; starting from the beginning of August 2021 (start date and precise number of hours can be negotiable.)

The role will include coordinating day to day activities within Levenshulme Old Library and communicating to our members and hirers. The post may require occasional evening and weekend availability. You will need to work closely and flexibly with other staff and trustees.

As we emerge from Covid19 the priority is to ensure that we increase our use of the building in a manageable and safe way.

Description of main tasks

A) Help coordinate day to day activities within the Old Library:

70% (Approximately 10 hrs pw) (Old Library based)

Ensure, in conjunction with Trustees, volunteers, staff and users, the centre is run in an efficient, busy and safe manner.

1. Be a consistent point of contact for enquiries relating to the use of the centre.
2. Monitor and respond to bookings enquiries
3. Work with users of the building to ensure that they have all the required information and that any issues are highlighted to the appropriate person in a timely fashion.
4. Ensure the Bookings Calendar is up to date
5. Provide occasional cover for keyholding etc.
6. Maintain a log of incidents, complaints, compliments and usage.
7. Maintain notice boards inside and outside the building.
8. Support those using the building to access and use the building operations manual.
9. Support day to day maintenance and repairs including reporting, organisation and arrangement of maintenance, providing access, researching/quotes etc. Key tasks may include:
 - *H&S compliance (including staying up to date on current guidelines relating to Covid-19)*
 - *Small works procedures*
 - *Gas and electric meter readings and recording*
 - *Water L8 management*
 - *Fire Detection operation and maintenance*
 - *Emergency Lights maintenance and faults*
 - *Security systems maintenance, operations & procedures both manual and electronic*
 - *CCTV technical, accessibility and maintenance*
 - *Waste handling, collections, management and recording*

You will be working alongside our longstanding caretaker and other paid staff so you and they are supported within their role.

B) Communication support

30% (Approximately 4 hours a week)

Support communication between the centre users, LOLCIO and the wider community

1. Ensure enquiries and other communications are responded to in a timely manner.
2. Produce activity reports on a weekly basis or monthly basis
3. Update the online bookings calendar and support publicity and events
4. Support our social media and other communications channels

Other considerations:

Line management will be provided primarily by Jez Hall, Treasurer of LOLCIO, with the support of the Operations and Finance Manager. Reporting (time management) will be provided through completing time/activity reports based on an excel spreadsheet, in an agreed format.

This flexible role can either be on PAYE or a self employed basis, as agreed between LOL trustees and the post holder. Rates of pay will be in line with at least the Manchester Real Living Wage (currently £9.50 per hour,) for a PAYE role.