

JOB DESCRIPTION ESTATES ASSISTANT Make CIC

Job Purpose and Summary

Make CIC is a social enterprise with the vision to see people turn passion into prosperity.

The mission is to provide services; support people; facilitate resources and networks in order that people can live happy, healthy and prosperous lives.

This is done by providing affordable, community-focused creative work environments; nurture people's curiosity to learn skills; facilitate access to opportunities and resources; bring people together by building networks and hosting events; as well as transform the environments around us.

The role of **Estates Assistant** is dedicated to supporting the running of the creative hubs, operated by Make CIC across the Liverpool City Region.

Make CIC's hubs are based in; (1) Birkenhead, Wirral (2) Vauxhall, Liverpool (2) Baltic Triangle, Liverpool.

Reporting Relationships

- Reports to Operations Manager

Key Skills and Person Specification

- Responsible, honest, reliable and trustworthy
- Punctual and practical
- Friendly and approachable
- Able to stay calm in an emergency
- Understanding of safe working practices and health and safety
- Able to interpret technical information

- Able to work independently and as part of a team
- Able to undertake manual duties as part of the role

Key Responsibilities

1. Ensuring the smooth running of the building, ensuring it is tidy, clean, well-kept and safe
2. Undertaking and assisting with maintenance and upkeep activities and custodial duties
3. Being a point of contact within the building for visitors and contractors
4. Carrying out essential maintenance (minor repairs such as mending windows, changing lightbulbs and unblocking drains, turning heating and lighting on and off at appropriate times, making sure the premises are clean and tidy with rubbish collected and taken away and graffiti cleaned up, maintain the grounds and removing litter, and informing the line manager of any major repairs required)
5. Being responsible for security (to unlock buildings in the morning before people arrive, and then lock up at the end of the day and a shared duty of letting people in who have hired rooms for clubs, classes or evening events)
6. Storing equipment and supplies safely
7. Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building
8. Replacement of consumables (soap, toilet rolls, hand towels) and of lighting tubes and lights
9. Maintaining a variety of records and monitoring meter readings and fuel usage
10. Undertaking additional duties as required to support the team