**Fife Women’s Aid Job Profile**

# Job Title: Domestic Set Up Team Worker

## Background

Fife Women’s Aid (FWA) is a registered Scottish charity and a company limited by guarantee with over 30 years experience of providing services to women, children and young people who have experienced domestic abuse.

**Vision:** “Our vision is of an equitable society in which women, children and young people are valued participants, able to determine their own future and are free from all forms of abuse”.

**Mission Statement:** “Underpinned by a feminist analysis of domestic abuse, we will work in partnership with others to provide accessible support services for women, children and young people in Fife who have experienced domestic abuse”.

**Job Description**

## Job Purpose

The purpose of this post is to provide domestic set up, cleaning and health and safety services for all Fife Women’s Aid properties. This post contributes as a team member to meeting the aims and objectives of Fife Women’s Aid.

## Reporting to

Team Senior – with delegated task supervision from the H&S/Properties Worker.

## Key Activities

* To work in conjunction with other Domestic Set Up Team Workers with minimum supervision to maintain high standards of health, safety, hygiene and cleanliness in all FWA premises. Carry out regular H&S property checks under the guidance of H&S/Properties Worker.
* Carry out deep cleansing, set up and preparation of vacated accommodations to achieve turn over and reset of refuge properties within target times and to agreed standards. Regular cleaning and maintaining H&S standards in all FWA offices.
* Co-ordinate the setting up of new properties in relation to furnishings, equipment, safety and security systems and utilities.
* Liaise with other FWA staff to support families who are admitted to refuge accommodations. Complete property inductions with service users new into refuge and exit inspections as they move out into their own tenancies.
* Assist the co-ordination of packing and removal support for families moving out of refuge into their own tenancies. In conjunction with another worker pack all belongings left by service users in refuge, label accurately and take to storage facility.
* Monitor keys, lock changes, access and security of FWA refuge accommodations and offices.
* Provide DIY, decorating and basic maintenance for both refuge accommodations and offices.
* Be responsible for collecting, receipting and lodging all monies with the finance department in a timely way.
* Liaise with external contractors to allow access for repairs, maintenance, servicing and H&S inspection of equipment in all FWA properties.
* Take responsibility for stock control of cleaning materials, equipment, linen and stores for designated area.
* Maintain accurate and up to date records on FWA database and ensure regular and relevant communication between other teams. Take responsibility for own filing, photocopying and IT services.
* Promote a positive H&S culture across all teams within FWA.
* Perform other duties as reasonably required by the Team Senior and show commitment to ongoing personal development including relevant training.

## Organisational culture

Fife Women’s Aid is committed to providing a high standard of service to its service users and other stakeholders. The post holder must subscribe to the feminist analysis of domestic abuse, and share a commitment to achieving the aims and objectives of Fife Women’s Aid.

Fife Women’s Aid strives to be an equal opportunities employer and positively welcomes applications from women from all sections of the community.

Note: this job profile is intended as an outline of the responsibilities and qualities required for the post and does not form part of terms and conditions of employment.

A PVG will be carried out for this position.

Fife Women’s Aid strives to be an equal opportunities employer

Only women are eligible to apply for this post.

# Job title: Domestic Set Up Team Worker

**PERSON SPECIFICATION**

## Qualifications, training and relevant experience

* At least Standard grade education or equivalent qualification, or equivalent
* Workplace experience, at least 2 years experience in domestic cleaning and set up working environment including preferably with some training in DIY and H&S training.

## Competencies

* Able to learn how to operate, and be responsible for operating, all equipment and machinery in line with FWA health & safety guidance.
* Training in manual handling (desirable but otherwise will be provided)
* Good communication skills.
* Ability to prioritise, work on own initiative and within teams towards achieving objectives.

## Personal qualities

* Committed, sensitive, effective, co-operative.
* Demonstrate a positive, person-focused and team-working approach to work.

## Special requirements

* A suitable level of physical strength and fitness required to undertake manual work.
* Able to work flexibly and to do occasional evening and weekend work.
* Ability to travel within and out with Fife - full driving licence and access to own transport with business user motor insurance or otherwise able to travel.
* Able to collect and transport service users.