

Job Description

Places and Projects Coordinator Corporate Services and Communities

This is a new post

For over 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has tackled the causes and consequences of homelessness. We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures.

That's why all our work is values-led and relationships-based. We meet people where they are, and support them towards where they want to be. Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives.

We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey. We aim to offer consistently excellent service across all locations and in all our activities.

Our way of working is built on our four core values:

Compassion: We believe that everyone should have the chance to change, no matter how long that might take.

Respect: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

Integrity: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

Innovation: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

1 General

This is a new role which sits in the Cyrenians Corporate Services Compliance Team, with strong links to the Cyrenians Communities.

The key focus of this role is to support our Communities with building management. It provides advice on property management, facilities and property related projects.

The post also has a wider focus on the property management within Cyrenians as a whole.

The post holder will, with the direction and support of the Compliance Manager and Communities Service Management, carry out all tasks and responsibilities of the post as detailed below in a legally compliant and professional manner, in line with our values.

2 Tasks and Responsibilities

Property Management

- Act as central point for Communities management to report repair and maintenance issues
- Liaise with landlords to ensure that repairs are carried out in a timely manner and to the required standard
- Identify best value/quality supply chains for equipment, suppliers and furnishings
- Co-ordinate property related purchases
- Support the Communities teams to maximise the use of the buildings/reduce potential void periods by conducting regular tenancy reviews
- Enhance and maintain approved suppliers list for use across the whole organisation
- Co-ordinate property-related projects

Amenities

- Conduct regular household amenities audits, ensuring they are fit for purpose and represent best value, liaising with suppliers where appropriate
- Address any issues with connectivity, ensuring that staff and residents have the ability to engage digitally
- Periodic review of all supplies and materials, including utilities sourcing best value

Health and Safety

- Conduct and review risk assessments and where appropriate embed safe systems of work across each site.
- Review health and safety responsibilities for the Communities and where appropriate source training opportunities for staff
- Update and maintain building based infection control plans are in place and viable, including, where appropriate, liaising with environmental health and other regulatory bodies
- Arrange relevant training as required in conjunction with other services
- Support management with HMO compliance.

Outdoor space

- Work with services to maintain and make best use of outdoor space
- Work with services to maintain appropriate and discrete refuse and recycling areas.

General

- In conjunction with Corporate Services Team regularly review compliance processes and procedures within communities to allow a consistent approach across all of Cyrenians services.
- Liaise with Corporate Services Team for property related issues

- Co-ordinate and provide support for other property related projects

3 Person Specification

Knowledge, skills and experience	
Excellent organisational skills and able to prioritise a busy, varied workload effectively.	Essential
Strong communication skills, and able to adapt style for audience.	Essential
Strong IT skills including MS Office, reporting and videoconferencing.	Essential
Experience in providing administrative support to projects or services.	Essential
Experience of contributing to projects, including creating a plan, following timescales and reporting.	Essential
Proven ability to work independently and also as part of a team	Essential
Understands the importance of environmental impact	Essential
Experience in property and/or facilities co-ordination.	Desirable
Understanding practical steps of project life cycles	Desirable
Experience of HMO licensing	Desirable
Understanding of property related legislation	Desirable
Experience in coordinating or delivering training.	Desirable
Experience working within the third sector.	Desirable
Experience in developing specific policies for compliance in this area	Desirable
Driving Licence and access to own vehicle	Desirable
Values & attributes	
Works in a way consistent with Cyrenians values.	Essential
Approachable, proactive, professional attitude and practice.	Essential
Excellent level of attention to detail.	Essential
Ability to maintain confidentiality.	Essential
Patient and respectful of all people, whatever their background or presenting behaviour.	Essential
Appreciation for impact of Cyrenians work and desire to contribute to this.	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Corporate Services Manager
<u>Reporting:</u>	Report against work plan at regular support and supervision meetings.
<u>Workplace:</u>	Cyrenians head office in Edinburgh with regular off-site visits

Working Hours: 30 – 37 hours per week
Full time is 37 hours. Option of part time (minimum 30 hours/week worked over 4 days) is available for this role.

Annual Leave 25 days plus 10 public holidays (pro rata)

Salary: £22,622 - £25,296 per annum (pro-rata if part time).
Scale points 20 to 24.

Pension: Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)

Disclosure: PVG membership required

5 Application deadline and Interview dates

Closing date: 12 noon on 27th May 2022
Interview date: 8th June 2022
Second stage: To be confirmed

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.