

## Job Description

<b>Post</b>	<b>Facilities Administrator</b>
<b>Reports to</b>	Director of Finance & Administration
<b>Purpose of the post</b>	To maintain the office environment and provide related services so as to enable The Scottish Bible Society ('SBS') staff and other users of the premises to carry out their roles in a safe and efficient manner, whilst contributing to the day-to-day operations and wider organisational goals.
<b>Person specification</b>	<p>You will have a good knowledge of building services, be practical and thoughtful, be helpful and willing to support colleagues. You will also have a good understanding of regulatory frameworks and a balanced approach to their implementation. You will have basic IT skills (MS Excel and Word).</p> <p>Although there is no Faith requirement associated with this role, you will respect the Christian ethos and values of SBS.</p>

### Summary of the essential duties and responsibilities of the post

#### 1. Building Maintenance

- Organise routine and periodic maintenance of SBS property and equipment, in accordance with an approved maintenance plan, whilst supervising the work of contractors, keep records up to date and periodically arrange for recurring services to be put out to tender.
- Organise quotes for non-recurring maintenance work liaising with and supervising contractors.
- To liaise with tenants over any property issues and to carry out landlord repairs where appropriate and necessary.
- To undertake minor maintenance tasks in Bible House.

#### 2. Office Services

- Organise and liaise with the office cleaners, pest control, waste disposal companies and other service providers as well as provide janitorial and building supplies as required.
- To organise refreshment supplies.
- To order stationery and other office supplies on request.
- To organise postal deliveries, receive goods, check for damage and match goods received with delivery documentation.

### **3. Health & Safety**

- Act as Health & Safety Officer for SBS, maintain all necessary paperwork, report any incidents to the Director of Finance & Administration and (where applicable) to the appropriate external authorities. (IOSH Managing Safely or similar accreditation would be beneficial but not a pre-requisite).
- Act as Fire Officer for SBS, keeping SBS's Fire Risk Assessment up to date, arranging appropriate training for staff and Fire Wardens, organising periodic alarm test, fire drills, testing smoke alarms etc.
- Ensure appropriate levels of physical security within SBS premises and to liaise with appropriate agencies over thefts, break-ins and any other relevant matters should the arise.

### **4. Storage Unit & Reception**

- Arrange (safely and accessibly) the storage of archive documents, financial records and other materials in the storage unit.
- Participate with other SBS staff in answering the door and welcoming visitors as and when required.

### **General Activities**

- Play an active role in the team dynamic of Finance & Administration, assisting your line-manager with assigned tasks and being a general support to colleagues.
- Develop positive working relationships across all departments at SBS.
- Occasionally host external visitors, out-of-hours, who have requested use of the premises.
- Keep a stock of appropriate tools and equipment in good working order.
- Attend staff meetings and training in relation to both the job and general business of SBS.
- Undertake any other reasonable duties as required by the Director of Finance & Administration.

### **Working Conditions**

- Normal office hours, 3 days a week, 9am to 5pm based in Edinburgh.
- Flexible working hours can be agreed, in advance, with your line-manager.

### **The Scottish Bible Society Values**

At The Scottish Bible Society, we are:

- Mission focussed
- Bible-centred

These values are upheld by our staff team and encouraged with our volunteers.