

# Job Description – Stores and Facilities Officer

## JOB DETAILS

|                    |                               |                     |                            |
|--------------------|-------------------------------|---------------------|----------------------------|
| <b>Job Title</b>   | Stores and Facilities Officer | <b>Line Manager</b> | Senior Outdoor Coordinator |
| <b>Directorate</b> | Operations                    | <b>Salary (FTE)</b> | £25,544                    |

## ORGANISATION OVERVIEW

Venture Trust supports people facing challenging life circumstances to overcome barriers and realise their potential. We work alongside people who have been impacted by trauma, and together we build the programme they need to move forwards in their journey.

Our strengths lie in the trust and relationships we forge, our therapeutic approach and in harnessing the transformational benefit of being outdoors and amongst nature. Working in communities, in greenspaces and journeying through some of Scotland's most wild places, we meet people where they are. By taking time to create safe relationships, we can support people to grow. We work to create community, to strengthen support systems and accompany people as they reach new places. This relational approach allows people to develop in sustainable and meaningful ways.

### Our values underpin everything we do:

- **Courage** - we remain brave when things are tough
- **Care** - we will attend to people and place
- **Curiosity** - we are thoughtful
- **Collaboration** - we work together for greater impact
- **Connection** - to the people we work with, our colleagues, our communities, and to nature.

## JOB OVERVIEW

As Stores and Facilities Officer, you will work closely with colleagues across Venture Trust to ensure we have the kit and equipment we need, maintained to a high standard, and available for our delivery teams when they need it.

You will support our teams with their kit, equipment and vehicle requirements for their community and wilderness-based activities.

You will take pride in your role and encourage others to do the same. By proactively seeking ways to improve efficiency you'll ensure Venture Trust is sustainable. By conducting regular health and safety checks and keeping records up to date, you will contribute to keeping our staff and participants safe.

In addition to this, you will ensure that our facilities have regular safety and security checks, including building maintenance, liaising with contractors and health and safety compliance.

## MAIN RESPONSIBILITIES

### Kit and Equipment:

- Prepare and pack kit for our outdoor programmes, ensuring all equipment is clean and in working order
- Process returning kit from programmes, making sure equipment is cleaned fully and stored in line with Venture Trust stores processes
- Maintain, oversee, and review Venture Trust equipment inventory system, including the kit replacement schedule, carrying out regular inspections
- Review and update stores and equipment procedure in line with organisational need
- Take pride in maintaining high standards, keeping stores and equipment clean, tidy and in good working order, as well as motivate others to look after equipment
- Coordinate preventative maintenance and repair work as required
- Ensure that appropriate scheduled maintenance takes place for all personal protective equipment (PPE)

### Vehicles

- Manage Venture Trust vehicle fleet bookings
- Ensure vehicles are booked for scheduled maintenance, MOT and required repair work
- Take pride in maintaining high standards, keeping Venture Trust van fleet clean, tidy and in good working order

### Relationships

- Work closely with colleagues across the organisation, communicating well to ensure efficient kit management to meet all delivery needs
- Maintain a high level of professional engagement and build positive relationships with all visitors to stores, including staff from across the organisation and freelance instructors
- Support the smooth running of Venture Trust operations and programmes – e.g. driving the minibus for local programmes

### Health and safety:

- Ensure appropriate safety standards are maintained in the stores and vehicle storage area
- Ensure goods and hazardous chemicals are stored as per health and safety requirements
- Maintain clean and efficient premises
- Ensure all tasks are conducted in accordance with health and safety policies and procedures, and safe working practices
- Undertake regular health and safety checks and escalate any required maintenance
- Undertake regular maintenance jobs to Venture Trust premises as required

## Facilities

- Responsibility for facilities at the Stirling base, liaising with Senior Outdoor Coordinator and senior leadership team
- Ensure the building remains compliant with Health & Safety regulations
- Responsibility for the building's fire systems
- Responsibility for the building's intruder security systems
- Ensuring utilities, janitorial supplies and waste management is monitored effectively
- Responsibility for building recycling and refuse disposal

## Other:

- Undertake training and professional development as required
- Undertake any other reasonable duties as may be required

## PERSON SPECIFICATION

### Knowledge, Skills, and Experience

#### Essential:

- Able to update working systems to improve efficiency
- Able to communicate to a diverse range of audiences
- Experience within a stores or customer services environment
- Able to problem solve under pressure of time constraints
- Strong organisational skills, with ability to manage multiple priorities
- Knowledge/ experience undertaking general maintenance of outdoor kit and equipment
- Able to manage an equipment inventory system
- Able to work on own initiative across all aspects of the job role
- A basic understanding of IT (email, spreadsheets, databases)
- Valid UK driver's licence including D1+E

#### Desirable:

- Previous experience of working in the outdoor sector with related equipment including technical kit such as climbing and canoeing equipment
- Previous experience repairing outdoor equipment – e.g. tent repairs
- Lyon Equipment Competent Person accreditation or equivalent
- Knowledge of governmental health and safety policies in relation to stores facilities, e.g. COSHH, fire safety

## ADDITIONAL INFORMATION

- This post is subject to a Basic Disclosure check from Disclosure Scotland
- This post is subject to basic driver checks

***Venture Trust is a living wage employer and committed to promoting equality and diversity***