



## Job Description

**Title:** Estates Coordinator

**Accountable to:** Estates Manager, Director of Finance

**Key working relationships:**

<b>Internal:</b>
Director of Quality Improvement and Compliance, Estates Manager, All Department Directors and Heads, Safeguarding Department Representatives (SDR'S), Housing, Retail and Outreach Centre staff.
<b>External:</b>
Health and Safety Executive (HSE), UK government Agency, The Growth Company Trusted Standard Quality Assessors, Agencies, Support Organisations, Landlords Contractors and The Charity Commission.

**Location:** Life National Office, Leamington Spa  
Mix of office and home working, along with considerable travel to locations around the UK.

**Contract Type:** Permanent

**Working hours & Salary:** 35 hours per week: £23,132 per annum

**Benefits:** 25 days holiday plus bank holidays (pro-rotta for part time contracts) Pension Scheme, Flexible working arrangements, Birthday leave after 1 years' service. Paid mileage for travel to locations other than base location.

## **Main purposes of the job:**

This role will help to ensure Life's services are being delivered to the required high standards, through a continuous cycle of review of our activities and processes within our estates provision.

Within this role you will provide assurance that Life's Estates related activities and processes meet both internal required quality standards, as well as any relevant legislative and regulatory obligations, with the guidance of the Estates Manager. This is a wonderful opportunity for someone who really wants to drive improvement into our Charity and to act as a primary catalyst for change.

You will promote a culture of continuous improvement amongst the staff and volunteer teams, co-developing and implementing KPIs for high quality estates management.

As the Estates Coordinator you will work closely with the Estates Manager to deliver the necessary actions that ensure the Health and Safety of all stakeholders that use our estates portfolio through premises/facilities management across the charity, delivering the actions that ensure we are compliant with relevant regulations.

Reporting to the Estates Manager, you will work with key individuals to ensure compliance with health and safety practices through managing the recording systems and reporting on performance analysis to assist the Charity in meeting their legal compliance requirements.

You will help to drive a positive health and safety culture within Life ensuring that any legislation changes are communicated and adopted throughout the charity.

Supporting the Estates Manager; you will deliver the actions that manage the Charity's property portfolio in relation to compliance, maintenance, contracts, and services, travelling to our properties and carrying out actions or coordinating suppliers in ensuring our properties meet the required standards.

You will monitor, maintain, and manage Life's property portfolio ensuring our premises are safe, secure, well maintained and aligned with relevant current legislation.

You will be responsible for ensuring our external compliance partners meet their obligations in completing all safety and compliance checks, including but not limited to Gas Safety, Fire Safety, Legionella and Asbestos across the Charity's property portfolio. You will be required to maintain records of checks and works required and completed.

## **Key achievement areas:**

### **Health and Safety:**

- With the direction of the Estates Manager, you will carry out all necessary tasks such as safety and compliance checks, risk assessments, property maintenance assessments to ensure regulatory compliance and a good standard of property.
- You will assist on Health and Safety projects and conduct monitoring activities, identify areas of improvement, and create monitoring reports
- You will conduct audits, visits, investigations, and compliance monitoring
- Be a part of the Health & Safety Committee with representatives from each department

### **Premises Management:**

- You will work alongside all relevant teams to ensure premises audits are conducted, all works are identified, reported and completed in a timely manner and ensuring the quality standards are maintained within Life's property portfolio
- You will assist the Estates Manager in managing repairs, maintenance and contracts for the Life's National Office ensuring it is maintained to a high quality
- You will instruct contractors/suppliers to carry out compliance related works as required in our premises and address and identify remedial works
- You will oversee and maintain a file of all works undertaken by third party contractors to include all relevant documents required
- You will develop, implement and manage a system to ensure all works are carried out in a timely, cost effective and efficient manner
- You will support the Estates Manager in managing all of the Charity's commissioning and decommissioning of properties where appropriate in conjunction with the appropriate manager and in line with budgets

### **Personal responsibilities:**

- The post holder must assume responsibility for their own professional and personal development (supported by Life where appropriate) to ensure their continuing competence to deliver Life's requirements
- A key component of development is becoming fully aware of regulatory and legal requirements impacting on operational services and ensuring that all staff within those services are aware of and deliver their individual responsibilities

### **Safeguarding Children & Adults at Risk of Harm:**

- Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and adults at harm of risk
- Familiarisation with, and adherence to, the appropriate organisational Safeguarding policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training
- All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally, then you must seek clarification from your immediate line manager as a matter of urgency
- Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regards to Safeguarding Children and Adults at Harm of Risk

## Corporate behaviours:

### All staff are expected to:

- Work towards the charity's aims and objectives, and uphold its vision and mission
- Operate in line with our core workplace values which are:
  - Humanity – All people are special and equal
  - Solidarity – We are with you and for you
  - Community – We are better together
  - Charity – Doing good for one another
  - Common Good – Building a better world
- Demonstrate respect for others and value diversity
- Act responsibly regarding the health and safety of themselves and others
- Focus on the client and customer, both internally and externally, at all times
- Make an active contribution to develop the service
- Learn from, and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as an ambassador for the charity and always maintain professional standards
- Use discretion and sensitivity and be aware of issues requiring total customer confidentiality
- Demonstrate a flexible approach to their work
- Abide by and take responsibility for the obtaining, storage, processing and sharing of any personal data within the meaning of the General Data Protection Regulations 2018 and as defined in the relevant Life policies for all aspects of service delivery and working practice, paying particular attention to the protection of personal information in any form and by whatever means it is accessed by you.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post holder will perform. The job description will be reviewed regularly and may be changed in consultation with the post holder.

## Post title: Estates Coordinator

Personal skill characteristics	Essential (Tick)	Desirable (Tick)
<b>Values &amp; Behaviours</b>		
Ability to demonstrate, understand and apply our workplace values. These are embedded in all roles and employees must evidence their attitudes/behaviours	✓	
Committed to the vision, mission and values of the charity	✓	
<b>Abilities and Attributes</b>		
Highly professional and confidential approach	✓	
Ability to be proactive and take the initiative	✓	
Highly organised with the ability to organise others	✓	
A growth mindset; curious, proactive and open-minded to allow growth	✓	
<b>Experience / Knowledge / Qualifications</b>		
Experience of maintenance of property or portfolio of properties	✓	
Evidence of continuing personal and professional development	✓	
Safeguarding level 3 training		✓
Problem solving and effective change management experience		✓
Continuous improvement training		✓
<b>Communication</b>		
Excellent verbal and written communication skills	✓	
Effective goal setting experience	✓	
<b>Personal</b>		
Committed to the vision, mission, and values of the charity	✓	
Commitment to quality, customer service, best practice and best value in all aspects of the charity's operation	✓	
Dynamic	✓	
Ambitious	✓	

Ability to work on own initiative	✓	
Handles pressure of meeting deadlines and supports others where possible	✓	
Motivated	✓	
Commitment to own personal and professional development	✓	
Ability to motivate others and work as part of a team	✓	
Ability to negotiate and influence	✓	

Internal Use Only

Approved By:

Issue No:

Approved Date:

Review Date: