

Job Description

Job	Facilities and Buildings Maintenance Officer		
Reports to	Estate Manager		
Hours of work	30 hrs / week	Contract type	12 months Fixed Term
Annual leave	25 days plus statutory Bank Holidays pro rata		
Work pattern	Normal working hours 9am - 5pm, 4 days a week, Tuesday to Friday. Occasional weekend shift required, to help cover staff absence	Salary	£24,500 Pro Rata (£19,600 Actual for the 4 days)

Arnos Vale Cemetery is a Victorian Garden Cemetery in the heart of Bristol. We are an uplifting site of culture, history, nature, conservation and wellbeing.

The Cemetery is a 45-acre urban green space; a unique and fascinating place for the community and visitors to explore and enjoy nature and history. Our buildings are Grade II* listed and have a wide variety of uses from; funerals, weddings, room hire, public facilities, and visitor services including a café and shop. As a charity, all our income is used to protect and enhance this special place.

Our vision is that Arnos Vale evolves, staying relevant for Bristol's communities.

Our Values are Community, Conservation, Compassion, Collaboration

What you'll be doing

Working on site with the Estate Manager and Caretakers, you'll fulfil a support role for 4 days per week to assist with the management and maintenance of the four Grade II* Listed buildings and other structures, such as gates and walls. Your working week will involve a mix of administrative and practical work.

Main responsibilities:

1. Support the Estate Manager with contract management and developing scopes of work for maintenance projects;

- instruct existing suppliers / contractors to carry out reactive maintenance on heating, electrical, fire and security systems, and any other building defects as required
- find suppliers/ contractors and arrange meetings on site to get quotes for planned maintenance work; share information with the Estate Manager and oversee approved instructions for work

2. General facilities management;

- inspect, respond-to and report faults and defects efficiently and effectively

- carry out basic repairs and maintenance where appropriate, helping to deliver the building maintenance plan
- research appropriate equipment, materials and tools for in-house maintenance tasks as needed
- prioritise adherence to Health & Safety regulations and Trust policies with a focus on hazard identification and mitigation

3. Assist our Caretakers with cleaning and housekeeping tasks;

- carry out regular cleaning and housekeeping tasks to maintain cleanliness throughout the Cemetery's buildings; to include toilets, communal areas and offices
- prepare buildings ready for event hire to meet customer needs
- carry out some statutory checks, as required
- open up and close down the site on specified days
- respond to other duties as required by the Estate Manger

4. Provide support across all departments, as needed

- help to deliver our funerary services, as required
- assist with parking management and stewarding for large events, such as funerals and weddings
- work collaboratively with our on-site café and shop teams
- build good relationships with all volunteers and users of the Cemetery, to facilitate smooth running of the Cemetery and to provide a positive visitor experience.

5. Lead on a CoSHH review across the site;

- Audit and consolidate stocks of chemicals
- conduct or update CoSHH risk assessments
- Make recommendations and implement agreed changes
- Arrange for the safe disposal of unwanted chemicals

Person specification

This role has been created to provide technical support to the Estate Manager and practical support to the Caretakers, roughly requiring a 50:50 split across the four days. The role will require someone who is willing to be flexible and amenable to change, to allow you to respond to unforeseen challenges that can arise at this busy venue.

We are looking for someone with:

- Previous Facilities management experience
- Abilities to troubleshoot and diagnose maintenance issues
- Good practical skills - minor plumbing, carpentry, electrical works, painting, decorating etc
- Excellent problem-solving skills
- A good understanding of Occupational Health and Safety
- Very good administration and organisational skills, experienced in using Microsoft Office computer systems
- Effective communication skills, both verbal and written
- Excellent self-motivation and team-working skills

- Good time management skills - able to prioritise tasks
- Good people skills; respectful and engaging with our visitors and clients

The Benefits

We offer all our employees a wide range of benefits including:

- A contributory pension scheme
- 25 days annual leave plus Bank Holidays pro rata
- Opportunities for learning and development
- Wellbeing initiatives
- Workspace within walking distance of Bristol train station, free onsite parking
- Free tours of the site and a whole lot more!

Recruitment policy

Arnos Vale is an Equal Opportunities employer and actively encourage applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describe exactly how you meet the requirements as this is the basis on which candidates will be shortlisted for interview.

We will make reasonable adjustments to the recruitment process if you have a disability or long-term health condition, or if you need something different or additional as part of the recruitment process. Please do let us know if this applies to you, or if you need this document in a different format.

How to Apply

Please send us your **CV and a covering letter** (no more than two pages) explaining your suitability for the role. Also complete the **Arnos Vale Cemetery Trust Equality and Diversity** monitoring form and send to nick.bull@arnovale.org.uk

If you'd like more information, please email nick.bull@arnovale.org.uk or call on 0117 971 9117

Application deadline: Midnight, Monday 29th January, 2024

Interviews: Thursday 8th February