

Job Description

1. Post Details: Westcourt Centre Site and Operations Coordinator

2. Purpose of the Post: To be responsible for **coordination of the site and operations** of the Westcourt Centre and other duties as assigned by the Director.

3. Reporting Relationships: The Site and Operations Coordinator will be directly responsible to the Director of the Westcourt Centre. This is in accordance with the objectives of the Management Committee, as those objectives are interpreted by the Management Committee.

4. Main Responsibilities: The effective daily operation of the Centre, including security, health and safety, and the safeguarding of all, particularly any children or vulnerable adults on site. Duties and responsibilities, therefore, should be carried out with due regard to health, safety, security and welfare issues, and without the Site and Operations Coordinator putting their own health or that of anyone else at risk.

Other responsibilities include:

- Oversee and coordinate the daily operation of the premises and site.
- Supervising of any staff placed under their supervision by the Director or Management Committee of Westcourt.
- Seeing to the general care, repair and maintenance of the Westcourt buildings and site.
- Monitoring the state of the buildings and of the site.
- Supervising, as necessary, of repair, maintenance and refurbishment work.
- Serving as a point of contact with tenants, licensees, keyholders and other users of the Westcourt Centre (including out of hours emergency contact).

- Liaising with other persons, groups, or statutory or voluntary agencies as required for the effective daily operation of the centre.
- Purchasing and ordering equipment and supplies for the Westcourt Centre.
- Supporting as directed, the promotion, development and delivery of activities and programmes within the Westcourt Centre.
- Supporting as directed with the raising of funds for the sustainability and development of Westcourt Centre.

5. Specific Responsibilities: The Westcourt Centre Site and Operations Coordinator will:-

- In accordance with statutory guidelines, ensure the safeguarding of all persons using the Westcourt Centre including collaboration with other relevant agencies and authorities.
- Comply with statutory guidelines to provide for the health & safety, security and information governance of all persons on site and of the site itself.
- Identify training needs, and assist with the provision of ongoing support and training for staff.
- Keep an appropriate record of all incidents & accidents and keep the Director fully informed of such incidents and accidents.
- Manage as directed, the refurbishment of vacant space in the Westcourt Centre.
- Produce, monitor, evaluate and review plans for the maintenance and refurbishment of the Westcourt Centre.
- Cultivate a network of contacts that supports the work, objectives, activities and programmes of the Westcourt Centre.
- Attend on-going training as required by the Director or Management Committee.
- Attend meetings of the Management Committee as required.
- Assist in the production of reports for the Management Committee, Trustees and other agencies as required.
- Provide relevant information for inclusion in the annual budget as required by the Director or Management Committee.
- Draft policies for approval of the Director or Management Committee of Westcourt as required.
- Monitor, evaluate, review and update of all necessary policies in conjunction with the Director.
- Take responsibility in the event of an emergency at the Westcourt Centre.

- Assist as directed with the initiation of new programmes and activities.
- Assist with ensuring that the ministries of the Westcourt Centre are fulfilled and the values and principles of the ethos are evident in the daily work of the centre.

Evening / weekend work may be required as determined by the Director or Sub-Committee. Therefore flexibility with time will be expected with acceptance of the post.

A review of this job description will occur on an annual basis. In the light of changing circumstances, reasonable adjustments to duties and responsibilities may be determined by the Director and/or Sub-Committee.

Personnel Specification

	Essential	Preferred
1. Education & Qualifications	Level three qualification in management / administration.	Additional relevant qualification(s). A driving licence.
2. Experience	At least one year's experience relevant to this position.	Experience in working positively to build relationships and helping to develop others.
3. Skills	Excellent organisational skills Excellent communication skills (oral, written and electronic) Ability to take initiative Ability to work as a member of a team High level interpersonal skills	Capacity to multitask
4. Personal Qualities	Trustworthy Empathetic Enthusiastic Ability to maintain confidentiality	Self-confident Creative Compassionate