

HARP Safeguarding Statement and Equality statement

Safeguarding Statement

HARP is founded on the principles that people have a right to be completely secure from both the fear and reality of any abuse. The safety and well-being of each service user is of paramount importance.

HARP intends to create services within which people are safe from abuse, and in which any suspicion of abuse or actual abuse is promptly and appropriately responded to.

Equal Opportunities Statement

HARP recognises that people with different social and ethnic backgrounds, skills and attitudes, can bring new ideas and perceptions to an organisation.

HARP is committed to taking positive action to fight unlawful discrimination in every aspect of its work and the services it provides. HARP believes that everyone has a right to services and employment which are free from direct or indirect discrimination on grounds of gender, race, colour, creed, religion, marital status, sexual orientation or disability or any other grounds protected by legislation.

JOB DESCRIPTION

Job title:	Property Coordinator
Reports to:	The Property Team Manager
Responsible for:	Their own duties
Grade:	Coordinator
Scale:	17 to 22
Department/Service:	Property Development

Job Purpose:

As Directed to carry out scheduled property inspections to HARP's portfolio including various testing and reporting. Keeping accurate records and assisting the organisation in its responsibility to keep its buildings and facilities in good order and compliant with the latest regulations.

Duties and key responsibilities

Working as part of a team to:

To report directly to the Property Team Manager and to work with and alongside the Operations Service to maintain a high standard of maintenance and new work as required.

To proactively assist with the delivery of the Facilities Management Services across all our sites both owned or leased by HARP. This currently includes emergency housing transitional and short-term housing for the homeless along with a drop-in Centre "The Bradbury Centre" which provides a wide host of services including food and training plus a wide range of charity shops and other fund-raising projects.

1. Main Duties - Principal Responsibilities Accountabilities & Standards

- 1.1 Carrying out planned regular detailed property inspections including condition reports to all our properties both owned and leased. Keeping accurate records of those inspections and reporting both verbally and in writing to the **Property Team Manager** and the team.
- 1.2 To carry out the inspection of HARP's portfolio and to carry out PAT testing all the electrical portable appliances and record their findings. To test and inspect various fire detection and Carbon monoxide detection equipment and record their findings. To test and inspect various Emergency lighting equipment and record their findings. To test and inspect the cold and hot water systems in our properties to take temperature readings in accordance with the requirements of the prevention of the Legionella disease and record their findings. Note in-house and external training will be provided to enable these tasks to be completed correctly
- 1.3 To assist the **Property Team Manager** in the production of an asbestos register on our full portfolio, to carry out a visual inspection of the known asbestos and inform the Property Manager of any deterioration or disturbance found during their inspection of the property. Note in house and external training will be provided to enable these tasks to be completed correctly
- 1.4 To carry out hands on minor multi-trader repairs both planned and reactive to our portfolio. This will also involve isolating and making it safe prior to a full repair.
- 1.5 Out of hours cover. In this role you may be required to be available for an out-of-hour call-out support service to which you will be paid for being on cover. However, this is on a callout basis only if you are not physically called or not required to go to site you will not be required to carry out any duties apart from being available. Please note you will be paid separately for all on call duties, and this will be addition to your normal salary
- 1.6 Comply with and promote good health and safety procedures for the facilities management team, Operations staff, Visitors, Contractors and their working practices.
- 1.7 Provide a responsive and professional customer service
- 1.8 Positively and professionally represent HARP at all times

2. **General:**

- 2.1 Always Work as a team player, contributing to a successful team output with an achievement of meeting targets and expectations in all areas of work
- 2.2 To play an active part in the life of the service, sharing the aims and objectives of the organisation
- 2.3 Be aware of the responsibility for safeguarding Staff and Services Users and to help in the application of the Safeguarding and Safe Practices policy within the service to work within the policies, procedures and guidelines of the organisation.
- 2.4 Attend regular team meetings, supervision sessions, and performance reviews.
- 2.5 Adhere to organisational policies, codes of conduct and practices
- 2.6 Support and promote diversity and equality of opportunity in the workplace
- 2.7 Ensure all staff/volunteers under your supervision are fully conversant and competent in

relation to Health and Safety and all other HARP policies and procedures

- 2.8 Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and HARP data.
- 2.9 Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position

PERSON SPECIFICATION: Property Coordinator

A good general knowledge and understanding of buildings their associated facilities

Keen observation skills and recording skills

Ability to manage their workload and schedule planned visits and their hours accordingly.

Precise and effective recording and auditing of all inspection findings

Working with a range of stakeholders and partnership working or strategic networking, spanning voluntary and care or health sectors.

SKILLS AND ABILITIES

Clear communication skills face to face and on the phone or email.

Writing skills – produce reports and ability to write clear instructions

IT skills at a level that supports report writing, email, internet and database.

Self-motivated with the confidence to work alone but can also work co-operatively and flexibly as part of a team.

Ability to stay focused and efficient in the face of changing priorities.

Ability to remain calm in a crisis and deal with all incidents in a professional manner.

KNOWLEDGE

Reasonable knowledge awareness of the building and facilities management industry

Reasonable knowledge of PAT Testing (however external certificated training will be given)

Reasonable knowledge of Asbestos and Legionella (however training will be given)

Reasonable knowledge of Fire Detection and Emergency Lighting systems (however in house training will be given)

EDUCATION/TRAINING

Reasonable knowledge/experience of the building industry and property maintenance

Reading and writing skills to a good standard

Mathematic skills to a good standard

Willing to undertake any further training that may be seen as necessary to further your knowledge and to become more effective in your role.

Full and current UK Driving License required

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

Able to travel within the city

Able to work well in a team with a flexible approach to work.

Commitment to the values and ethos of HARP.

Full current UK driving license and access to a car will be essential
