

# URBAN PURSUIT

taking risks to transform lives



## FACILITIES & OFFICE ADMINISTRATOR

Job Application Pack - Bristol, Part Time

# Context



Urban Pursuit's alternative education programme empowers young people to make significant personal progress, to gain hope, and to be inspired to journey towards a positive future. We use adrenaline sports and adventure activities to deliver personal and social development programmes that lead to lasting change in the lives of many young people.

We are seeking to recruit a Facilities & Office Administrator who will bring dedication and enthusiasm in their support of our team and the working environment of our shared offices.

<b>Job Title</b>	Facilities & Office Administrator
<b>Line Manager</b>	Business Lead
<b>Responsible for</b>	<i>Facilities</i> - ensuring a safe and suitable environment for our building which is home to us and a few other businesses. <i>Administrator</i> - support for our central Urban Pursuit team.
<b>Salary</b>	Starting at £14.15 per hour (£26,369 FTE), pay is awarded on a five-tier ladder system, with the maximum pay for this role currently at £16.83 per hour (£31,370 FTE).
<b>Contract</b>	Permanent, part-time contract (2 to 3 same fixed days each week, by discussion at interview). <b>Mondays are essential.</b>
<b>Working hours</b>	10 to 15 hours per week, school term-time only, plus 10 pro-rated days of availability during school holidays.
<b>Location</b>	Working from our office is preferred. Some work from home may be considered by agreement at interview.
<b>Perks</b>	In addition to the freedom of school holidays, we boast of our supportive team, wellbeing practices, great shared office, complimentary drinks fridge and company vehicles provided for work hours.

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# Job Description

## **About You**

As the successful candidate for the Facilities & Office Administrator, you will be on board with our vision: "Every young person finding hope and a future". You will be a detail-oriented individual who is highly organised and proactive with an enthusiasm for contributing to systems and processes to help others flourish. You will be able to work to deadlines whilst also being able to adapt as necessary to support the growing team. You will be able to plan whilst also being able to respond to problems as they occur.

## **About the Role**

As the Facilities & Office Administrator you will be responsible for all aspects of facilities management of the building to ensure a safe and suitable environment for the team and the other businesses on the premises. As well as being responsible for the building, you will also contribute to the smooth running of the team by helping with a number of administrative tasks.

# Responsibilities



## **Buildings Management (Avon Quay House)**

You will ensure the safe running of the building by taking care of the following duties:

- Sub-tenant contract communications
- Managing sub-tenant issues (including building use and maintenance)
- Coordinating recycling/waste services
- Coordination of utility supplies (Gas, Electric, Water)
- Coordination of cleaning services (internal spaces and windows)
- Coordination of external service personnel (maintenance and repairs)
- Procurement of consumables (tea, coffee, milk, toiletries etc.)
- Fire safety and risk assessment processes
- Any other matter relating to the management of the building as reasonably directed

## **Office Coordination**

- Office procurement (consumables and equipment)
- Arranging and maintaining insurances (Business, D&O, and Fleet) as applicable
- Student attendance (recording)
- Assisting with KPI data request systems (school communications)
- Liaising as necessary with the Finance Administrator (e.g. forwarding invoices)
- Organisational calendar updates
- Managing hard-copy documents (filing and secure disposal)
- GDPR regulations adherence (deletion of personal data over time)
- Board meetings coordination
- Any other matter relating to the coordination of the office as reasonably directed

# Person Specification



Desirable attributes are marked with an asterisk (\*). All others are essential.

## **Personal Attributes**

- Alignment with our vision and values
- Team player
- Ability to innovate and be proactive
- A sense of calm and control
- Flexibility to work occasional variable hours
- An ability to problem solve
- Professional manner and approach
- You are approachable, friendly, and motivated

## **Qualifications & Training**

- Clear Enhanced DBS check for working with young people\*
- Current First Aid certificate\*
- Other qualifications/training relevant to IT, business, or health and safety\*

## **Knowledge & Skills**

- You are able to predict when things need to be done
- You are highly organised and have a keen eye for detail
- You have excellent communication skills (written, listening and oral)
- You have excellent time management and can work to deadlines
- Ability to work confidently with standard IT applications, such as MS Office
- Use of a modern smart phone (iOS 13 / Android 7.0 or later) with latest OS to handle modern apps and security updates
- Knowledge or experience of working with schools\*

# Application Process



**Application** Please apply through the Application Portal on our website's Vacancies page, including submitting the following two documents:

- Current CV, including contact details for two referees (one from your current/most recent employer)
- A covering letter (500 words max.) which outlines your personal vision, values and motivations, as well as the skills you have developed for this role

Note: All documents should either be in PDF or MS Word format. (Documents should not require passwords or links to cloud-based systems, such as Google Drive.)

**Application Deadline** Applications for this role will be processed as they are received. The latest that the vacancy will remain open is **midday on Tue 5th Dec.**

**Informal Interview** If you are selected, you will be invited to meet with us for an informal interview over coffee, plus a few task-based exercises.

**Start Date** We hope to find a suitable candidate who can start immediately, but may be willing to delay the start for the right person.