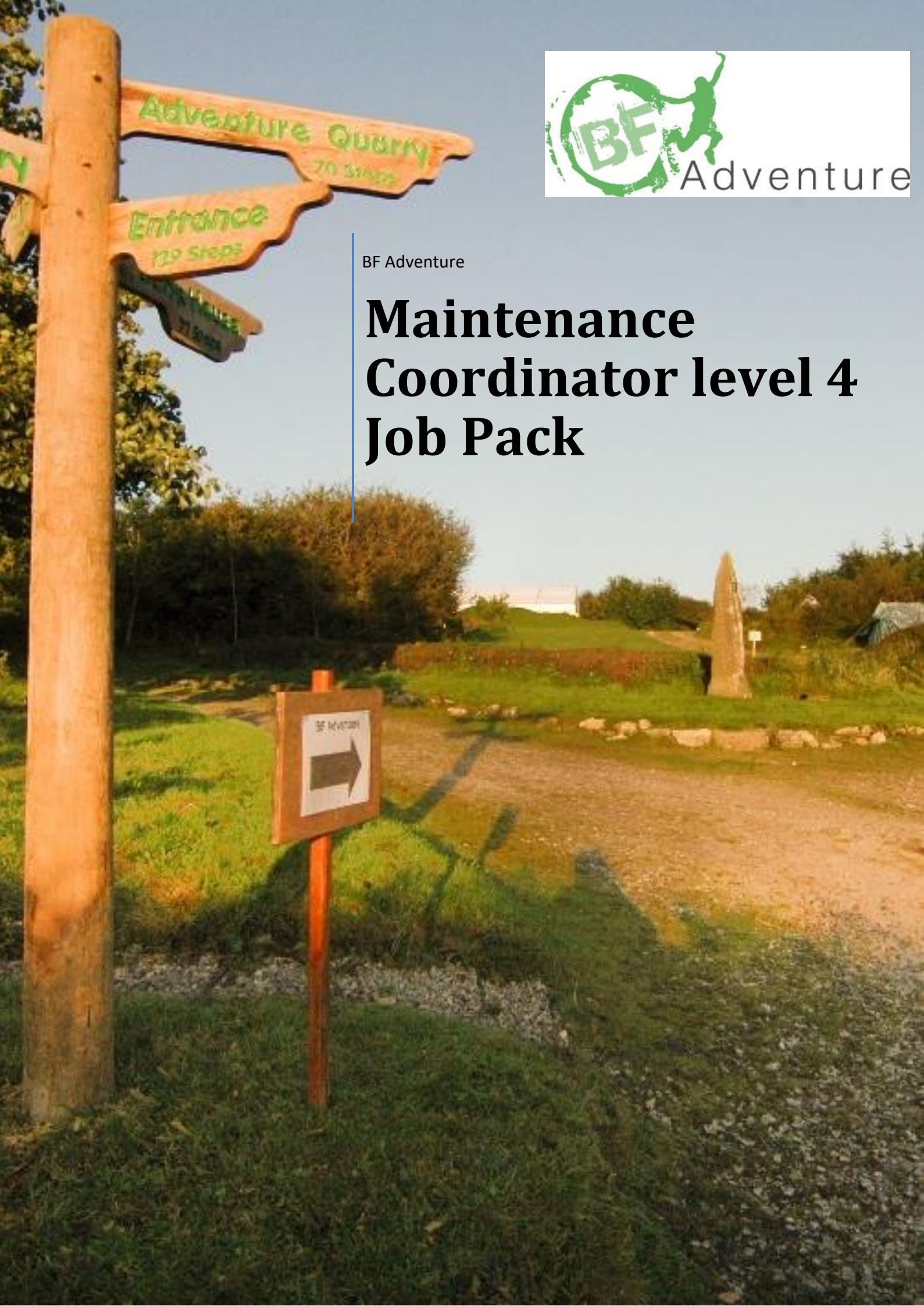




BF Adventure

# Maintenance Coordinator level 4 Job Pack



# Maintenance Coordinator Level 4 Job pack

## About the role:

BF Adventure was established 30 years ago and has developed a 60-acre activity site together with a highly skilled team to deliver flexible programmes of inclusive, adventurous outdoor activities for children, young people and their families.

## Role Summary:

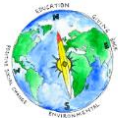
This role is ultimately responsible for maintaining the site, buildings and vehicles and to lead the delivery of small site projects (often supporting teams of both team members and Volunteers) and to facilitate larger scale site development projects working in partnership with external contractors.

At BF Adventure our mission is to **inspire, challenge** and **motivate** people, especially young people, to develop their **life skills** and to bring about **positive change**. We work in line with a set of core organisational values

## BF ADVENTURE VALUES

## JOURNEY OF CHANGE

### CHANGING PERSPECTIVES



We embrace diversity and recognise everyone has a part to play in life. No one should face discrimination and we challenge both its roots and its impact.



### TRUST

At BF Adventure we believe that our environment, should be a safe space for all, igniting positive relationships based on trust and respect.

### EMPOWERING

We listen to you and value your opinion. We enable you to face challenges and make informed decisions.



### COLLABORATING

We believe working together achieves the best results. We actively explore new partnerships with those who share our values.



### INTEGRITY

We welcome a culture of honesty and openness that allows us to learn and grow together. We do what we say!



### SUSTAINABILITY

We seek to deliver lasting change and to minimise our impact on the planet.



BF Adventure | Goodygrane Activity Centre | Halvasso | Longdowns | Penryn | TR10 9BX



**Role Info:**

Post Title:	Maintenance Coordinator
Salary:	Pay scale: L4
Hours:	21 hours a week (Standard working day 8.00am to 4.00pm (7 working hours)) Some weekend and evening availability and working will be required
Responsible to:	Centre Manager

**Key tasks:** (Note that this may be subject to change and can be delegated where appropriate although this role retains overall responsibility for areas identified below)

1. Maintenance Responsibilities Site:
  - To maintain all site access tracks
  - To manage grassed areas and hedgerows as dictated by area usage requirements and environmental management plan
  - To ensure the overall site is of a good appearance, aiming to incrementally improve all aspects on an ongoing basis.
2. Maintenance Responsibilities Buildings:
  - To monitor and replace consumables – i.e. lightbulbs within facilities
  - To monitor and repair minor damage, breakages within site facilities, coordinating repair/replacement with supporting staff
  - To comply with all relevant H&S requirements; Scheduled Fire Checks (Alarms, Exits, Equipment), Gas Service Checks (Annually), Water supply, servicing testing and Legionella checks.
  - To monitor and service waste facilities, septic tanks and rubbish bins/areas
3. Activity equipment maintenance:
  - To coordinate with mainstream coordinators the repair and replacement of activity equipment as required.
4. Vehicle maintenance:
  - To coordinate with the Centre Manager ongoing safety checks, repair and cleaning of vehicle fleet as required
5. Project Work
  - a. To deliver site and grounds projects aligned with overall site development, repairs and renewals strategy.
6. Overarching Responsibilities:
  - To adhere to Health & Safety regulations
  - To ensure all expenditure is fully authorised and managed within agreed budgetary constraints.
  - To coordinate ongoing maintenance support (Volunteers) and paid staff team when allocated to support.
  - To lead bespoke teams of Volunteers to support site projects and when aligned with client focused programmes (i.e. NCS)



- To ensure that safety is never compromised and equipment appropriately managed to ensure untrained/supervised clients, staff/volunteers are not exposed to any risk
- To remain efficient in the use of resources and to seek to reduce waste and recycle at all times.
- To keep up to date COSHH information

7. Key holder, duties to include:

- a. Responding to call outs regarding site issues, i.e power failure (Additional hours to be paid if in addition to agreed working patterns)

Other

- Due to the varied and ever changing nature of operations at BF Adventure you may be required to undertake additional roles, responsibilities and tasks\* as necessary to facilitate the smooth running of activities

\*(within your level of experience, training and capability)

## **Person Specification**

### **Experience / Skills**

- Be honest and reliable
- Be able to work independently
- Be motivated and driven
- Have good communication skills
- Commitment to high standards and excellent customer service
- Broad experience in maintenance with good industry skills or equivalent (Ideally 5 years) to include:
  - Handy man skills, minor repairs
  - Grounds keeping skills
  - Simple electrical skills, replacement of fixture and fitting of small electrical appliances
  - experience of routine ground works
  - simple carpentry- maintaining and constructing decking, hand rails etc.
  - experience of simple plumbing systems for basic maintenance and repairs
- Project management experience (related to role)
- H&S qualifications; Fire Warden, Risk assessment, Chain saw operator, Working at heights, Manual handling, Plant operator (As appropriate to tasks/project work undertaken)

### **Other**

Due to the varied and ever changing nature of operations at BF Adventure you may be required to undertake additional roles, responsibilities and tasks\* as necessary to facilitate the smooth running of activities

\*(within your level of experience, training and capability)

Please see next page....

## What next:

- Please complete the [Application Form](#) and the Equal Opportunities Monitoring Form. These forms can be found on our website. You can either use the online version or the Word format
- If you choose the Word document please save the Application Form in the following format:  
Your name\_**jobtitle**application\_date
- Please email the form to [jobs@bfadventure.org](mailto:jobs@bfadventure.org) with the email subject **Job title Application**

The closing date for applications is Thursday 17<sup>th</sup> October 2019

Interviews are scheduled to take place on the week of the 21<sup>st</sup> October 2019, although this is subject to change.

Please do not hesitate to phone us on 01326 340912 if you have any questions.  
Many thanks for your interest and we look forward to hearing from you!