

Site Services Facilitator

Part time, 2 – 3 days

Working hours will cover possible hours from 8:00 am to 8:00pm Monday to Thursday and 8:00am to 4:30pm on Friday, to be worked out in detail upon appointment.

Where necessary, there will be weekend or out of hours working.

Salary: £15,670 – £16,961 FTE

Closing Date: open until filled

Interview Date: from 15th January 2018 (flexible)

Start Date: Immediate

Nexus ICA is looking to appoint a proactive, organised and dedicated individual to work as the Site Services Facilitator. Responsibilities will include general maintenance, upkeep and repair of the building, managing security, and working with staff to ensure the physical environment is adequate for the delivery of all aspects of the degree programme. A highly valued aspect of the role includes leading and shaping teams of students who will assist with the day to day running of the facilities. This is a mentoring and equipping function borne out of our desire to educate the whole person.

You will have excellent DIY skills and be able to assess and manage problems as and when they occur, as well as working with other staff to provide a long term strategy for the maintenance and development of the building.

Your interpersonal skills should be good; enabling you to relate to, and communicate effectively with, all staff, students, contractors and the public.

The Employer

Nexus ICA is a faith-based educational institution based in Coventry delivering a BA(Hons) degree in Popular Music and Worship. With a vision to be Europe's leading Christian institute for vocational arts and technology training, you will be joining the organization at a time of expansion and development in the Higher Education sector.

The staff are dynamic, energetic, caring and devoted to providing our students with the best environment possible for learning in all areas of life. All staff are involved in a wide range of activities that are deliberately created to enhance the learning experience. We are future-facing, focused and committed to developing an educational platform that pushes the boundaries of

expectation in the Higher Education sphere. Our mission and values statements (available on our website) permeate every area of life at Nexus, and are fully upheld and demonstrated by each staff member.

You will be working with colleagues who together are responsible for ensuring seamless operational support to the entirety of Nexus ICA. While this role functions within Operations, your involvement will not be limited to this area. In particular, you will be expected to give energy and ideas to extra-curricular activities which are an essential part of the course and help to produce a growth mindset among staff and students alike.

Essential Skills and Characteristics

Effective Communication and Team Development

The ability to communicate with staff and students, especially around events, where there is a need to organise teams for the preparation and management of the facilities.

To have a clear understanding of the protocols and communications skills required to manage the many different usage requirements of the building. The ability to discern how the many and varied demands are handled in order to ensure they are prioritised correctly and in a timely manner.

To work as part of a team, and in particular with the Head of Operations and Site Services Administrator

To ensure Health and Safety policies and procedures related to the Facility are adhered to; providing training to staff and students as necessary.

To organise and oversee teams of students as they assist with the running of the building.

Commitment to Excellence

To seek ways of improving practice by reflecting on methods of working and by obtaining and analysing line manager's observation and other senior management feedback.

To commit to engaging with further training as appropriate to your role.

Effective Decision Making

To review and assess requirements and making necessary changes in order to optimise the efficient use of the resources available.

To make collaborative decisions with senior management on the development of the facilities.

Planning, Time Management and Organisation

To ensure teaching staff are able to fulfil the demands of the timetable by maintaining the fabric of the building and overseeing facilities, ensuring maintenance activities are conducted at appropriate times with minimal disruption to the provision of education.

In the context of managing the building and other resources such as vehicles through the use of calendars; possess strong planning skills which enable you to look ahead and ensure the necessary resources are available when required.

To ensure personal standards of punctuality and reliability.

Pastoral Care and Student Wellbeing

In the context of Health and Safety including overseeing Fire Safety and First Aid; administer help when required and engage in appropriate training.

To deal sensitively with issues concerning students and work in conjunction with the designated structure of pastoral care at Nexus ICA.

To perform risk assessments and provide recommendations where alterations to the facilities may be required in order to accommodate the welfare needs of staff or students.

To have a working knowledge of the support that is available to students and direct where appropriate.

Teaching and Learning

To work effectively as part of the Operations and Administrative team to further the education of the students through the training and development of student teams in the area of facilities management and practical life skills.

Commitment to Nexus ICA's holistic approach to learning.

To make a significant contribution to extra-curricular activities that form part of the student experience.

Knowledge and Experience

Experience

- A proven track record of organising, planning ahead and managing a varied and complex range of tasks and responsibilities.
- Previous experience in a similar role desirable but not essential
- Experience with general DIY; knowledge and experience of a more specific area of maintenance would be helpful but not essential.

Skills/Attributes

- Ability to frequently bend, lift and carry materials and equipment throughout the day

- Handy person/general maintenance skills
- Full UK driving license
- The ability to be mobile, and respond to issues outside of normal working hours as agreed
- A desire and willingness to work within an Educational setting with opportunities to connect with and provide skills training to students
- An ability to operate within a team based upon strong Christian values and principles.
- Organisational skills including the ability to plan ahead in order to manage a fluctuating work load throughout the academic year
- A working understanding of the basics of project management.
- Ability to manage budgets.
- Maintain a working knowledge of legislation and industry developments relating to all aspects of the role.
- The ability to research and report back to senior management with advice and recommendations where necessary.
- Aptitude for, and willingness to develop and or learn, new applications and systems of operation.
- An ability work as part of a team.

General duties

- To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you in order to further the aims and objectives of the Institute.
- To take responsibility for upholding and complying with Nexus ICA's Mission and Values statements and for behaving in ways that are consistent with fair and equal treatment for all.
- To attend relevant training and meetings as required.
- To comply with all Health and Safety policies and work in accordance with the Health & Safety at Work Act, ensuring the Institute is a safe environment for staff, students and visitors.
- To work at all times in accordance with Nexus ICA's policies, procedures, mission and values.