

## Handyperson, Permanent Part Time - London - Job Description

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<b>Salary:</b>	£10.54 per hour
<b>Working hours:</b>	21.5 hours per week, Monday to Sunday on weekly rota basis.
<b>Location:</b>	The Foundry, 17 Oval Way, SE11 5RR (Vauxhall – London)
<b>Deadline to apply:</b>	<b><u>9am on Monday 7<sup>th</sup> January 2019</u></b>
<b>Interviews:</b>	Tuesday 15 <sup>th</sup> January 2019

Please note: this role would suit a recent graduate or someone in their last year of a relevant course.

Applications from Maintenance Apprentices would also be considered.

### The Ethical Property Company

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A social business providing office and meeting space to over a 1,000 charities, not-for-profit organisations and voluntary groups across the country each year, within our 23 centres. Our aim is to ensure that our centres act as platforms from which our tenants can deliver a lasting and positive social impact.

We currently employ around 95 employees and support more than 800 organisations working in a wide variety of sectors. In addition, we have also helped develop a family of organisations including sister companies in Australia, Belgium and France as well as Ethical IT who provide bespoke IT support and The Ethical Property Foundation, a charity that works alongside us to property advice to the wide sector.

All of our centres are managed to minimise energy use, waste, car travel and the use of harmful materials while offering tenants modern, affordable and flexible space managed in a transparent and supportive way.

### The Foundry

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Formerly a shoe-polish factory which has been redeveloped and opened in 2015 into a beautifully light and spacious work, meeting space and conference venue, that is also home to around 30 social justice and human rights focused organisations. It is our RIBA award winning centre in London and received the BREEAM 'Excellent' rating. The centre is managed by Ethical Property on behalf of the Social Justice and Human Rights Centre Limited.

### The Post

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As a handyperson, you will play an important and responsible role at The Foundry. In this role, you will be responsible for helping the centre to function effectively, ensuring that all the small scale maintenance needs are met.

The line manager will be the Facilities Manager under the overall supervision of the Centre Manager. You will be expected to contribute to the day to day running of the centre as a whole. You will join a team who are collectively responsible for providing professional, safe and appropriate space and facilities for the centre's users, however, you will often have to work alone to ensure all requirements of the Centres are met.

**The main duties will include:**

- Monitoring the condition of communal areas, tea points and toilet facilities throughout the day and carrying out any necessary minor repairs
- Changing light bulbs and ensuring other fixtures and fittings are in good working order
- Minor plumbing including unblocking sinks, toilets and drains
- Carpentry and assembling furniture or equipment
- Garden/landscape installation and maintenance
- Footpath and decking washing and maintenance
- Painting and decorating, fill gaps or crevices (on walls, corridors etc.)
- Cleaning gutters
- Repair equipment or appliances
- Identify and report the need for major repairs
- Investigating day-to-day building-related problems (ranging from boiler/heating breakdowns, leaking roofs and blocked toilets, to alarm activations etc.) and devising timely and cost-effective solutions in consultation (as necessary) with the facilities manager.
- Assist contractors with electrical, plumbing or HVAC repairs
- Moving furniture or equipment and setting up furniture for conference and meeting rooms
- Providing Audio Visual and Information Technology support for centre users
- Tidying and occasional cleaning duties as appropriate to ensure safety for people on site
- Compliance with Health and Safety legislation
- Assisting the Facilities Manager with other duties that may be required from time to time;

**Person Specification**

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This is a busy, demanding and responsible role that requires an individual with both customer service and practical skills, and a positive attitude. You need to be proactive and organised and show initiative when faced with difficult situations. The person we are looking for will need:

- Practical DIY skills, e.g. painting, putting up shelves, willing to do 'a bit of everything',
- Organisational skills and the ability to prioritise his/her work, multi-task and remain flexible,
- Customer care skills with a commitment to provide a good service to our tenants and building users,
- Good IT skills, particularly Microsoft Office software,
- To be trustworthy, personable and reliable,
- The ability to act quickly and effectively using their own initiative,
- To be a team-player and a good communicator,
- To maintain a professional standard of presentation and communication with colleagues and tenants at all times.

**Contractual Details**

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This is a permanent part time role with a three-month probationary period. The roles benefits include 25 days holiday entitlement pro-rata for the first year pro-rata as well as statutory bank holidays.

We offer a company contribution up to 7% to a pension dependant on scheme choice, a free company bicycle scheme with bicycle maintenance costs, childcare vouchers, season ticket loans, interest free personal loans, as well as other benefits.

Please note, you must be eligible to work in the UK in order to apply for this role. No agencies

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**To apply** visit [www.ethicalproperty.co.uk/careers](http://www.ethicalproperty.co.uk/careers) and send your CV to [recruitment@ethicalproperty.co.uk](mailto:recruitment@ethicalproperty.co.uk)