



<b>Job Description</b>	<b>Premises Assistant (Supported Housing Team)</b>
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<p><b>Pay</b></p> <p>£13.45 per hour</p> <p>£14,137 per year for 20 hours per week</p> <p>Essential Car User Allowance paid in addition. - £840 per year (pro rata)</p>	<p><b>Line Manager:</b></p> <p>Premises Manager</p>
<p><b>Hours:</b></p> <p>20 hours per week – 4 hours per day – Monday to Friday.</p> <p>Work pattern to be agreed at interview.</p>	<p><b>Period of contract:</b></p> <p>Permanent</p>
<p><b>Location:</b></p> <p>Travel to premises in local area</p> <p>Visits to Manchester Settlement Office</p>	<p><b>Main stakeholders:</b></p> <p>Supported Housing Team Colleagues, young people residing in houses, premises contractors.</p>

<p><b>Purpose of the post:</b></p> <p>To carry out a range of administrative and practical tasks that ensure that our portfolio of properties is equipped, checked, and maintained to meet set standards.</p>
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<p><b>The main things you will be asked to do in this role:</b></p> <ul style="list-style-type: none"> <li>• Use your own vehicle to travel between local houses and our community centre, and to buy/collect goods from local stores</li> <li>• Complete scheduled checks and other tasks in homes.</li> <li>• Use online data systems to make records of checks</li> <li>• Work sensitively and confidentially with the young people that live in our homes</li> <li>• Work safely following procedures for lone working</li> <li>• Meet contractors for planned and responsive maintenance / repair tasks.</li> <li>• Log and updating repairs on our data management system.</li> <li>• Arrange with support workers and residents for access to houses by contractors.</li> <li>• Contribute to other administrative functions.</li> </ul>
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## General asks of everyone that works as part of the Manchester Settlement Supported Housing Team

- Support us in our charitable purpose, helping us to achieve our strategic aims and using our values as outlined below to underpin all that you do.
- Behave in a professional manner and adhere to our policies and procedures including safeguarding, health and safety, data protection.
- Be inclusive and work to combat all forms of discrimination and disadvantage, ensuring that the principles of equitable opportunities and social justice are implemented in your work.
- Help us to achieve our strategic aims and priorities by contributing your skills and experience to projects and tasks when required.

## Our charitable purpose, strategy and values

The Manchester Settlement Team is vital in achieving the charity's purpose:  
**CREATING STRONGER COMMUNITIES TOGETHER**

It is vital that all of our team understand, live and breathe our values in everything they do.





<h2>Person Specification</h2>	<h2>Premises Administrator (Supported Housing Team)</h2>
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**The ideal candidate for this role will be someone who...**

- Someone with outstanding organisational skills, able to manage multiple priorities and have excellent attention to detail.
- Has experience in building management/compliance checks
- Someone who can proactively identify potential issues, implement solutions and who can get things done.
- Someone who is able to manage their own diary to set and meet deadlines.
- Someone who has passion to help the individuals and communities that our charity supports.

*The recruitment process (application, interview, and any other activities) are your opportunity to demonstrate the following skills (able to), experience (experience of), and knowledge (knowledge of):*

Essential – These are things which are necessary for you to be considered for this role:

- Experience of implementing and delivering a robust administrative system to inform managers around performance and compliance.
- Able to use Microsoft office applications (Teams, SharePoint, Outlook, Word, PowerPoint, Excel) and using CRM and database systems at an advanced operational level.
- Able to organise and drive multiple tasks simultaneously.
- Able to work in a team office environment.
- Able to demonstrate communication skills, both written and verbally.
- Able to confidently challenge suppliers to obtain the best service/cost.
- Able to plan and monitor schedules of repair and maintenance works through contacts with contractors.
- Able to apply attention to detail in completing checks of completed works, with high levels of expectation.
- Able to identify opportunities within the role to ensure we are an inclusive charity and live up to our commitment to tackle inequality and discrimination.
- **Able to drive and use own vehicle to visit houses and suppliers.**
- Able to use stairs within our houses.



<p>Desirable – These are things which we would actively be looking for in a perfect candidate. You should still apply even if you do not check every item on this list:</p> <ul style="list-style-type: none"> <li>• Knowledge of health and safety / premises related standards.</li> </ul>
<p>Personal qualities – These are things which we ask for from everybody who works as part of the Manchester Settlement team:</p> <ul style="list-style-type: none"> <li>• Be committed to our values.</li> <li>• Work and collaborate effectively as part of the wider team.</li> <li>• Seek opportunities to develop yourself and others.</li> <li>• Be committed to social justice and equity.</li> </ul>

### Working with Manchester Settlement

**As a member of the Manchester Settlement team you will also benefit from:**

- Membership of Health Assured – Employee Assistance Programme.
- Ongoing professional development.
- Cycle and tech loan schemes.

**For more information on the work that we do please visit [www.manchestersettlement.org.uk](http://www.manchestersettlement.org.uk)**

