



Job Description	Premises Administrator (Supported Housing Team)
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<p>Pay</p> <p>£12.46 per hour</p> <p>£10,365 per year for 16 hours</p> <p>Essential Car User Allowance paid in addition. - £840 per year (pro rata)</p>	<p>Line Manager:</p> <p>Supported Housing Manager</p>
<p>Hours:</p> <p>16 hours per week – days/hours to be agreed over 3 or 4 days.</p> <p>More hours may be possible for the right candidate.</p>	<p>Period of contract:</p> <p>Permanent</p>
<p>Location:</p> <p>Office based.</p> <p>Travel to premises in local area</p>	<p>Main stakeholders:</p> <p>Supported Housing Team Colleagues, young people residing in houses, premises contractors.</p>

<p>Purpose of the post:</p> <p>To coordinate and carry out a range of administrative and practical tasks that ensure that our small portfolio of houses is equipped, checked, and maintained to meet set standards.</p>
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<p>The main things you will be asked to do in this role:</p> <ul style="list-style-type: none"> • Plan for and maintain records of compliance checks across our portfolio of homes. • Setting up, monitoring and problem-solving accounts with utility providers etc. • Proactively arrange for contractors to complete planned and responsive maintenance / repair tasks. • Arrange with support workers and residents for access to houses by contractors. • Arrange/purchase furniture and equipment for our houses. • Complete scheduled checks and other tasks in homes. • Use your own vehicle to buy/collect goods from local stores and to attend houses. • Contribute to other administrative functions.
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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.
- 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"> • Knowledge of health and safety / premises related standards.
<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"> • Be committed to our values. • Work and collaborate effectively as part of the wider team. • Seek opportunities to develop yourself and others. • Be committed to social justice and equity.

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

SUPPORTER

