

JOB DESCRIPTION

Job title:	Site Based Coordinator
Hours:	35 hours per week Monday – Friday, 9.15am – 4.35pm
Contract type:	1 year fixed term, possibility of contract extension dependant on funding and organisational need
Responsible to:	Joint Project Leaders
Site location:	Hixberry Lane, St. Albans AL4 0TZ
Purpose of post:	To assist the Project Leaders in the running and development of Earthworks. To support Earthworkers (adults with a learning disability), volunteers and staff on site. To be responsible for practical site maintenance.

Individual responsibility

- Responsibility of general maintenance of the site facilities.
- Undertake basic repairs and maintenance activities around site as required (e.g. installing and maintaining guttering, preventing and responding to water pipe breakages, maintaining safe pathways, basic carpentry), using creative solutions where necessary and engaging Earthworkers with these activities where possible.
- Arrange professional maintenance services including but not limited to electrical PAT testing and servicing of Earthworks van, power machinery, LPG gas, fire extinguishing equipment, log burner servicing, hot water, fire alarms.
- Maintain and develop site maintenance logs and documentation including but not limited to vehicle and power machinery safety, gas safety, fire extinguishing equipment, log burner servicing, hot water system servicing, fire alarms, PAT testing.
- Responsibility for upkeep of wood yard facilities and associated development.

Shared coordinator responsibilities

- Assist the Project Leaders and the staff team in the everyday running and development of Earthworks.
- Work with, train and support Earthworkers and volunteers in outdoor skills and activities, primarily at the Earthworks Hixberry Lane site.
- Identify jobs, plan and deliver activities on site alongside the site staff team.
- Assist with projects and activities on and off site as necessary, this may include but is not limited to: horticulture, conservation, crafts, maintenance of site and event preparation. Occasional out of hours work (e.g. evening and weekend) may be required, remuneration will be made by time off in lieu.
- Manage your time effectively between practical and desk-based responsibilities: on a day-to-day basis this will consist of 6 hours practical work (9:15-15:15), 1 hour desk-based work (15:35-16:35 or flexible by agreement) and may change from time to time in response to the need.

- To be physically fit, practical and able to work outdoors most of the time.
- Assist the site staff team in setting and monitoring Earthworkers' goals.
- Complete end of day work sheets with Earthworkers to note their daily activities and record these in their progress files.
- Provide a high quality of person centered care, enabling individuals to achieve and develop.
- Manage behaviors of distress in line with Earthworks' policy, including the completion of incident forms.
- Supervise Earthworkers during their tea and lunch breaks.
- Direct volunteers where required and share responsibility for being the daily volunteer liaison.
- Be the designated staff contact for a number of volunteers, to offer opportunities for 1:1s with these volunteers, to support them in their role and to ensure that relevant updates are communicated to them.
- Share the responsibility for cleaning the toilets, kitchen and other areas of site on a flexible rota basis.
- Make and distribute tea/coffee to Earthworkers, volunteers and staff on an informal rota basis with the staff / volunteer team.
- Check and respond appropriately to emails.

General Duties and Responsibilities

- To fully understand and be committed to the general aims and objectives of Earthworks.
- To act in accordance with the Data Protection Act (1998) and General Data Protection Regulations.
- To act in accordance with the Health & Safety at Work Act (1974) and the organisation's Health & Safety policy statement.
- Work within Earthworks policies and procedures to provide a high quality of service and in particular, to always have a high regard for the organisation's Equal Opportunities and safeguarding policies.
- To report to the Earthworks Project Leaders and attend regular supervision sessions and an annual appraisal.
- Attend training and access development opportunities as necessary or appropriate (flexibility of working hours may be required to accommodate this).
- Have a keen interest in, and experience of, one or more of the activities undertaken at Earthworks: horticulture, conservation, woodworks, minor construction, sustainable technology, organic growing and country crafts.
- Assist in publicity for Earthworks; write articles for the website and contribute to newsletters.
- Liaise with outside organisations where relevant to the role, to create and maintain positive working relationships.
- Attend staff meetings, usually Thursdays 15:35-16:35.
- Work flexibly where required to meet the needs of Earthworks.
- Support the training and development of Earthworkers, volunteers, placement students and other staff.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This job description will be reviewed periodically and on an annual basis.