



## **JOB DESCRIPTION**

**Job Title: The Vench Site Safety and Maintenance Officer**

**Responsible to: Centre Manager (Operations)**

**Responsible for: Site Volunteers**

**Operational Area: West of England**

**Location: The Vench, Lockleaze Adventure Playground, Romney Avenue, BS7 9TD**

**Date: May 2023**

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### **JOB SUMMARY**

At The Vench, we are on a mission to ensure all children and young people in Lockleaze live happy and healthy lives by providing a safe and vibrant space to play and learn. We are looking for an experienced Site Safety and Maintenance Officer who will be responsible for health, safety and maintenance in the Adventure Playground and associated buildings, enabling us to deliver inclusive, safe and exciting play activities for children, young people and their families.

The Vench is a much-loved adventure playground and community centre in the heart of Lockleaze. For over 45 years we've been inspiring imaginative play in a safe, supportive and fun environment to help children and young people learn and grow.

This post will be subject to an Enhanced Check with Lists from the Disclosure and Barring Service. Groundwork South's Working with Children & Adults at risk policy supports staff in putting into practice our commitment to safeguarding the welfare of children and young people under the age of 18.

### **Main Duties**

#### **General**

- Conduct weekly safety checks of the adventure playground to monitor, report and record damage and ensure that repairs are undertaken quickly.
  - Conduct community centre checks: including legionella, fire equipment checks and first aid kits to record checks and ensure all equipment is in working order.
  - Address reports of damage or defects raised by service users, staff and hirers quickly and to a high standard, to ensure an excellent level of customer service for our hirers and service users.
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- Maintain strong administrative records relating to the role which includes weekly, quarterly and annual playground inspections; equipment inventories, safety checks, COSHH and compliance records.
- Plan, prepare and implement a maintenance schedule to proactively keep the site in excellent working order, ensuring that all children and young people in Lockleaze have a safe and vibrant place to play and learn.
- Support the Centre Managers to co-design new playground developments with children and young people in Lockleaze.
- Liaise with external contractors as required, to ensure that any work that cannot be completed in-house is undertaken in a timely and cost-effective manner.

### **Playground**

- Conduct weekly playground inspections in-line with current HSE law and accurately assess levels of safety risk, resulting from damage and wear to play equipment; and prioritise prompt reactive repairs.
- Maintain all equipment and structures in the Adventure Playground, ensuring that maintenance work is carried out in line with the Health & Safety policy to maintain the safety of all staff and centre users.
- Review Risk assessments for playground equipment annually, ensuring all staff and hirers are updated with any changes.
- Be responsible for undertaking a range of activities including the removal & replacement of play equipment & component parts, repairing surfacing and ordering required parts.
- Deliver sessional playground inspection training to the Youth & Play team regularly and maintain regular communication around any changes to the playground.

### **Other**

- Maintain good relationships with hirers and centre users, demonstrating good customer service skills.
- Support the team with locking up/closing down procedures on a rota basis.
- To be on call for out-of-hours hirers' activities; flexibility is required as attendance is needed on occasion during evenings and weekends.

### **Volunteering**

- Work with the team to create and maintain an annual Corporate Volunteer activity plan to support positive engagement with local business and utilise volunteer capacity to support playground maintenance.
- Support leading Corporate Volunteering days with a positive attitude, ensuring that tasks are undertaken safely and volunteers feel welcomed and valued at The Vench.

### **Environmental Sustainability**

- Conduct energy and waste audits of the building and playground to monitor our impact on the planet.
- Explore innovative solutions to reduce our impact on the planet with support from the Centre Managers.

### **KEY AREA: SAFEGUARDING CHILDREN & ADULTS AT RISK**

Groundwork South is committed to safeguarding a promoting the welfare of children and adults at risk. It is the responsibility of each employee to familiarise themselves and comply with the organisation's

procedures and systems on safeguarding children and adults at risk. Primary responsibilities are:

- To adhere to the Safeguarding Policy and Procedures.
- To adhere to the Safer Recruitment Policy & Procedure.
- To report any safeguarding incidents or concerns immediately to your Designated Safeguarding Officer or Lead Designated Safeguarding Officer.
- To complete any Safeguarding Awareness training as required by Groundwork South
- If required for your post, undertake an enhanced DBS check and maintain annual membership through the update service.

#### **KEY AREA: HEALTH & SAFETY**

Groundwork South is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the organisation's procedures and systems on health and safety. Primary responsibilities are:

- To report all Health & Safety occurrences including potential hazards to line manager.
- To comply with Groundwork South Health & Safety Policy and Regulations.
- To carry out routine checks on vehicles, equipment and machinery and report any defects to line manager.
- Use, store and maintain tools and equipment in line with Health and Safety best practice.
- For some tasks you will be required to wear personal protective equipment like protective gloves, aprons and eye protection.
- Make sure that all cleaning equipment is stored and labelled correctly in line with COSHH regulations.

#### **ADDITIONAL RESPONSIBILITIES**

- Adhere to all the policies and procedures of the organisation.
- Contribute to the Trust's work in maintaining existing and achieving future accreditations and standards.
- Commit to Continual Professional Development and undertake any training and development deemed necessary to fulfil criteria of post.
- Any other duties commensurate with the level of the post.

#### **GROUNDWORK SOUTH VALUES**

All employees of Groundwork South are required to understand and contribute to the organisation's values. Groundwork South is committed to transforming people's lives and places through social, economic and environmental action. In terms of development and delivery of these projects we work across three business themes, Communities & Landscape Design Services, Youth, Employment & Skills and Environmental Services and we successfully deliver these projects by adopting a clear set of values:

- Passion
  - Commitment
  - Empathy
  - Professionalism
  - Innovation
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Factor	Criteria	Essential/ Desirable
<b>Knowledge &amp; Experience</b>	A conscientious and highly motivated person with experience in a similar role.	E
	Knowledge and expertise covering the full range of regulations and legislation that applies to building and playground health and safety, including writing risk assessments and carrying out statutory H&S checks.	E
	Knowledge and experience in the delivery of play area inspections.	E
	Experience of planning and carrying out maintenance work in buildings and playgrounds.	E
	Operational play area inspector qualification (RPII Level 2) or willingness to undergo training.	D
	A strong understanding of play theory, risky play and the importance of health & safety in the playground.	D
	Experience of playground development including removal and replacement of play equipment, component parts coordinating contractors for larger build projects.	D
	Experience of leading and supporting volunteers to carry out maintenance tasks.	D
	Experience of environmental sustainability, conducting waste and energy audits and monitoring impact.	D
	Additional qualifications such as electricians, plumbing and chainsaw licence will be of benefit.	D
	Good time management skills.	E
	Good customer service skills.	E
	Good written and, verbal communication skills are essential, together with strong organisational ability, accurate attention to detail and digital skills including Office 365.	E
	<b>Skills</b>	Ability to maintain accurate written (paper and electronic) records.
Sufficient physical ability to undertake the tasks.		E
Disciplined approach to work and able to manage personal workload time management, with the ability to work flexibly and adapt to changing priorities and timescales.		E
A team player able to communicate well with a range of people.		E

<b>Abilities</b>	Ability to demonstrate a commitment to and understanding of the principles of equal opportunities in both employment and service delivery.	E
	The ability to identify and analyse issues and develop effective solutions to problems and challenges within the Health and Safety compliance framework.	E

## TERMS AND CONDITIONS

<b>Salary</b>	£21,255 FTE (£12,753 pro rated)
<b>Contract</b>	Fixed Term until 31 <sup>st</sup> March 2024
<b>Hours of work</b>	22.5 hours per week, working pattern to be decided
<b>Place of work</b>	Your normal place of work will be The Vench, Romney Avenue, Bristol BS7 9TD. You may be required to travel on Groundwork's business to carry out your duties at other locations as may be required for the proper performance of your duties.
<b>Holidays</b>	25 days per annum plus English Bank Holidays. A pro rata entitlement is calculated for part time workers in each holiday year (which runs from the 1 <sup>st</sup> January to 31 <sup>st</sup> December).
<b>Pension</b>	Groundwork will comply with the employer pension duties in respect of the worker in accordance with Part 1 of the Pensions Act 2008 in relation to the Groundwork Pension Scheme. Employee contributions are made by salary sacrifice.
<b>Benefits</b>	<p>The following discretionary benefits are available to staff:</p> <p><b>Health Cash Plan</b> A Company sponsored healthcare cash plan, which enables you to claim 100% refund on healthcare bills (subject to the maximum claim levels) including dental, optical, chiropody, specialist consultation fees, physiotherapy and osteopathy. Dependant children are covered free up the age of 18 in full time education. Includes PERKS scheme which has offers such as discounted gym membership and shopping discounts.</p> <p><b>Employee Assistance Programme</b> Fully comprehensive EAP which includes mental health helpline and face to face counselling.</p> <p><b>Cycle to Work Scheme</b> This salary sacrifice scheme enables employees to apply for a loan of up to £1,000, 0% interest over a period of 12 months to purchase a bike, meaning you can save up to 42% through lower tax and NI contributions.</p>
<b>TOIL</b>	TOIL – Time Off In Lieu - Although there is no overtime paid by the Trust; the Trust has a Time Off In Lieu system in place. TOIL is normally time spent at weekend and evening events/meetings or extra work as requested by your line manager.
<b>DBS Pre-Employment Check</b>	This post will be subject to an enhanced with barred lists check.
<b>References</b>	Employment to this post will be subject to receiving two satisfactory references. We reserve the right to approach any previous employers quoted to obtain a reference if deemed necessary.
<b>Proof of Eligibility of right to work in the UK</b>	Evidence must be provided to comply with the Immigration, Asylum and Nationality Act 2006.
<b>Training</b>	Undertake any training and development deemed necessary for the pursuance of the post, as identified through the induction and supported through our

	appraisal process.
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**The above job description is a guide to the work you may be required to undertake but does not form part of your contract.**

**The above job description is a guide to the tasks you may be required to undertake and may change from time to time to reflect changing assignments.**

**I have read and agree that this job description and person specification accurately defines the role.**

Signed .....

Printed .....

Date .....