 **Bristol Hospitality Network– Maintenance Coordinator - Person Specification**

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| **ESSENTIAL CRITERIA** |
| **Maintenance and H&S in buildings** | 1 | At least 1 year's experience related to the maintenance of buildings |
| 2 | A practical understanding of the maintenance of dwellings |
|  | 3 | A commitment to Health and Safety, and a willingness to apply this to the role |
|  | 4 | Reasonable admin skills to manage a small budget and evaluate estimates and invoices |
| **Organisation and communication** | 5 | Be able to demonstrate an ability to keep records and produce simple reports using IT skills and email |
|   | 6 | Excellent organizational skills, including planning, and the ability to prioritise and check quality |
| **Communication** | 7 | Ability and patience to communicate with people who have limited ability in English |
|  | 8 | Ability to communicate effectively in written and spoken English |
| **Other skills** | 9 | Ability to work effectively with house residents and hosts, as well as colleagues, Trustees and volunteers |
|  | 10 | A willingness to contribute towards creating a team approach to caring for the house and its Members, and involving Members of the house in tasks, such as decorating |
|   | 11 | Awareness of, and commitment to, the mission statement, values and objectives of BHN. |
|  | 12 | Commitment to solidarity with people who are destitute Asylum Seekers |
|  | 13 | Understanding of, and commitment to, equality, diversity and inclusion |
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| **DESIRABLE CRITERIA** |
| **Misc** | 14 | Hold a current driving license, own a vehicle and be willing to use it to collect and remove materials for the house |
|   | 15 | Have practical skills/a trade in the building industry |
|   | 16 | Experience of managing a budget |
|   | 17 | Qualification in/experience of managing H&S  |
|   | 18 | Understanding of the nature of work in voluntary and community based services |