

## Kickstart Role Outline

<b>Role Title:</b>	Trainee Facility Co-ordinator
<b>Location:</b>	One Manchester, various One Manchester buildings
<b>Days &amp; Hours</b>	25 hours per week
<b>Duration:</b>	6 Months
<b>Requirements:</b>  <i>Include an introduction to the work &amp; example of tasks and duties</i>	<p>Our Facilities department is made up of three teams - mobile cleaning, caretaking and facilities coordinators. As a team they are responsible for managing the day-to-day facilities service within our private rental accommodation and new builds, maintaining clean and tidy communal areas, conducting playground site inspections, removing graffiti and managing all aspects relating to low and medium sized buildings within One Manchester.</p> <p>As a Trainee Facility Co-ordinator your role will be to provide an effective and responsive service that contributes to the security and wellbeing of customers and maintenance of internal and external communal areas of buildings and properties.</p> <p>Key responsibilities and accountabilities:</p> <ul style="list-style-type: none"> <li>• Ensuring our communities and building are kept clean and tidy</li> <li>• Reporting any health and safety issues</li> <li>• Following strict health and safety procedures</li> <li>• General maintenance and cleaning tasks</li> <li>• Mandatory compliance testing</li> <li>• Maintenance work in internal and external areas</li> </ul>
<b>What's In It for You the candidate:</b>	<p>During your placement you will develop key transferable skills such as:</p> <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Communication</li> <li>• Health and safety</li> <li>• Using your initiative</li> <li>• Problem solving</li> <li>• General DIY skills</li> </ul> <p>During the course of the placement, you will be fully supported through the following ways:</p> <ul style="list-style-type: none"> <li>• 1:1 check-ins with your manager to see how you are doing</li> <li>• 1:1 pastoral support (fortnightly video/telephone calls to discuss any challenges/difficulties you may be experiencing or successes you have had during your placement)</li> </ul>

	<ul style="list-style-type: none"> <li>• Informal monthly group placement catch-ups with all kickstarts who have joined at the same time to learn and share from one another</li> <li>• Participate in a group social activity</li> <li>• Monthly insight bitesize sessions to learn more about the wider business</li> <li>• Attend group employability skills development workshops called Get Your Future Started</li> <li>• Support with creating and updating your CV to reflect your placement experience</li> <li>• Support with applying for jobs/apprenticeships</li> <li>• Support with interview prep</li> <li>• Access to interview clothing</li> </ul>
<b>Skills or Qualifications required</b>	<p>You will need to be:</p> <ul style="list-style-type: none"> <li>• Motivated to work independently and within a team</li> <li>• Basic DIY skills</li> <li>• Be well organised</li> <li>• Be able to use own initiative</li> <li>• Good communication skills</li> </ul>
<b>Pay</b>	National Living Wage
<b>How to Apply</b>	<p>To be eligible you must be between 16 – 24 years old and claiming Universal Credit.</p> <p>To apply you must speak directly with your JCP work coach and ask to be referred to this opportunity.</p>