



Job Description: Property maintenance and services

Responsible for: General oversight of practical tasks across the charity including provision of supplies and the oversight of the maintenance and safety within the various properties.

Working with: Kingdom Way Trust staff team, volunteers, and tradespeople.

Purpose:

Kingdom Way Trust has a mission to provide comprehensive support, resources, and opportunities that empower individuals to overcome homelessness and rebuild their lives.

This role will provide practical support for the various projects of the charity, ensuring a good quality and safe delivery of the services.

Nature of work

Responsible for general maintenance and upkeep of the properties including safety checks and risk assessments. Carry out some minor repairs.

Coordinate ordering and delivery or collection of any supplies, materials or donations.

Help with any practical tasks or those involving transporting items in the charity's van.

Duties

Keep a check on the maintenance requirements for all properties reported by tenants or staff.

Respond and carry out minor repairs, clear blockages etc.

Coordinate with tradespeople to deal with other issues.

Plan and coordinate other preventive actions, maintenance or upgrade projects including the cleaning and refurbishing of properties between tenants.

Oversee any offers of volunteer help with practical tasks.

Ensure properties and grounds are kept tidy and safe.

Obtain and submit any utility meter readings required.

Help with moving of furniture and other items within or between properties.

Take any rubbish/ damaged items or unwanted material to the local recycling centre.

Communication

Communicate and correspond with tenants, staff, volunteers, tradespeople and suppliers.

Other

Any reasonable additional duties required to maintain the properties and help with the smooth running of the projects of Kingdom Way Trust.

Terms and Conditions

- From 16 hours per week (negotiable) - these could be across fixed days or flexible, to suit successful applicant
- Occasional evening and weekend work may be required
- £26,000 (pro rata) plus pension following 3-month probationary period
- 20 days annual leave (pro rata) plus Bank Holidays
- Full, clean driving licence required
- DBS check required