

Renewal

Job Description

Job Title	Site Team Member
Pay Band & Salary	Band C
Date	July 2022
Line Manager	Operations Manager
Accountable to	Chief Operating Officer

Job Role & Purpose

The Site Operative is a zero hours team position under the Operations Manager that exists to facilitate the effective provision of site services for Renewal including Health and Safety, maintenance and room preparation. Working hours are flexible and will usually be at weekends and in the evenings.

Key Duties & Responsibilities

- To remain on site and be available at all times during your working hours
- To be a key holder and be available for emergency call outs.
- To ensure the site and facilities are prepared, making sure rooms are set up and laid out for all bookings.
- To carry out Health & Safety checks as required, ensuring that all standards are maintained.
- To manage security of all equipment and spaces.
- Respond to emergency or repairs situations until a temporary and safe situation is achieved.

This job description outlines the key duties that are expected of you within the role although is not an exhaustive list. It may be amended in line with experience, business requirements and as a result of any future organisational change.

Other Responsibilities

- To ensure Renewal sites and facilities represent the Renewal brand and ethos at all times, making sure indoor and outdoor spaces are clean, well maintained and presentable.
- Cleaning as required
- To keep up to date with role requirements as well as developments at Renewal and act in keeping with the ethos of the Charity.
- Contribute to the growth and expansion of Renewal.
- To undertake any other duties commensurate with the role, within the bounds of his/her own competence.
- Be part of the Staff team, building into Renewal culture and ethos
- Follow organisational structure, channels of communications and sign-off processes
- Maintain healthy interdepartmental relationships

The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to the way Renewal operates in the future.

Notes on Role

The Site Team Member will be someone who can follow instructions and balance multiple tasks simultaneously

Hours worked will be outside regular working times and do include weekend (particularly Sundays) and evening work wherever necessary.

The Site Team Member will convey a professional and positive image and attitude regarding Renewal and demonstrate commitment to continued professional growth and development.

Knowledge, Skills & Abilities

Knowledge & Experience

- General Knowledge of Health & Safety requirements for multi-site buildings
- DIY/ maintenance skills.
- Knowledge and awareness of the remit of Renewal and it's work within the community

Skills & Abilities

- Full UK Driving Licence
- Communication skills
- Understanding of Health and Safety
- Time management skills
- Attention to detail

Personal Qualities

- Compassion and empathy in the undertaking of your duties

- Ability to work in a team
- Reliable
- Fit and able to carry out manual work
- An approachable receptive and polite attitude to assist with a variety of tasks
- Able to maintain an assertive yet calm demeanour
- Focussed, adaptable and willing to learn new skills
- Resilient

Job Location

Solihull

For all Employees

Work to Renewal's Mission, Values & Vision

We Are **Family**: We belong and grow together, working in relationship with each other. We are role models of a servant-hearted approach. In our individual relationships we love one another, encourage one another, honour one another, build one another up and bear with one another.

We Are **People**: We bring our individual relationships together to form our corporate identity, united as one and with one vision and purpose. As a team we win and learn together.

We Are A **Movement**: We look outwards, continuously moving and seeking to connect the church to the community around us. We are innovative, constantly striving to improve what we do and who we are.

A copy of Renewal's Mission, Values and Vision document will be made available to you as part of your induction to Renewal.

Flexibility

You are expected to be flexible in your approach to fulfilling your role and supportive of your colleagues in the delivery of all services within the community and within the Church.

Safeguarding

All Renewal staff and volunteers are expected to acknowledge the duty of care to safeguard and promote the welfare of children and vulnerable adults and should all be committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice at all times. You have a duty to report any concerns to the Renewal Safeguarding Officer.

Where necessary for your role you may be expected to hold a DBS check (either Basic, enhanced or standard depending on role)

Health & Safety

To comply with the Health and Safety at Work etc. Act 1974.

To take responsibility for your own health and safety and that of other persons who may be affected by your acts or omissions.

To attend and observe Fire Safety Training and instructions.

Equality & Diversity

To carry out at all times your responsibilities in line with the Renewal's Equal Opportunities & Dignity at Work Policy and Procedure.

Confidentiality & Data Protection

To maintain confidentiality of information relating to the church, its congregation, clients, staff and other users of Renewal in accordance with the General Data Protection Regulations including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.



Renewal Christian Centre, Lode Lane, Solihull, B91 2JR.
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