



Job Description and Person Specification

Job title:	Facilities Assistant.
Location:	All RGHT sites including, Charlton House, Anchorage Point and Assembly Rooms.
Contract:	Permanent.
Hours:	14 hours per week to be worked flexible.
Salary:	£10,082 per annum.
Reports to:	Head of Conservation and Estates.
Direct reports:	Volunteers.
Criminal Records Check:	Advanced.

The Organisation

Royal Greenwich Heritage Trust (Greenwich Heritage) was formed in May 2014 to manage and conserve the historic buildings and heritage assets in the Royal Borough of Greenwich. These include Charlton House & Gardens, the Museum and Archive Collections of the borough, Tudor Barn, Eltham, and various memorials across the Borough. Our purpose is to help people discover and enjoy the history and heritage of the Royal Borough of Greenwich and surrounding area; to conserve the heritage assets in the Trust's care and ensure that these assets are shared with as many people as possible. Our regular activities include venue hire, public events, exhibitions, learning and participation and public access to Charlton House & Gardens.

Main Job Purpose

The Facilities Assistant will support the maintenance and operation of the buildings and grounds within the Trust's portfolio. The role will include planning, undertaking and overseeing maintenance tasks as well as undertaking compliance tasks, ensuring spaces are safe, clean and tidy as well as engaging volunteers in caring and maintaining our heritage buildings and assets. In addition, as and when required, supporting other teams in order to deliver the Trusts activities. The Facilities Assistant must be flexible in their approach and be willing to adapt to meet the ever-changing needs of the Trust.



Key Activities

We try to make our job descriptions as straightforward and accessible as possible. They're not intended to set out every duty in detail, but to explain the key responsibilities so that you understand the nature of the job. How you go about doing it will be discussed and agreed between you and your manager on an ongoing basis.

1. Assist and undertake the daily, weekly and monthly compliance testing at each site as per sites requirements.
 2. With the Team, plan and undertake regular maintenance tasks as directed at all sites, this could be minor plumbing jobs, painting and decorating.
 3. Support, carry out and, as directed, oversee the repairs and maintenance at all sites.
 4. Working with contractors to deliver contracted services in cleaning and garden maintenance, repairs and maintenance and legal compliance.
 5. The Facilities Assistant is responsible for the execution of minor project works within the buildings. This should include items such as putting up shelves, furniture repair etc.
 6. To ensure that the buildings maintain the highest standards of health and safety for all its users including visitors, staff and volunteers in line with legislation and with regard to the listed buildings.
 7. Stock checks and replenishing of consumables such as toilet paper, soap, and towels as directed.
 8. Making safe any hazards and ensuring persons on site are kept safe.
 9. Work with volunteers to build a team to support the care and conservation of the Trust's buildings.
 10. Act as a Fire Marshal and First Aider.
- Any other duties as directed by the Estates Officer and Head of Estates and Conservation.
 - This job involves a considerable physical effort. Lifting and carrying are also features requiring a high level of effort.

General

In addition to the specific duties above, all RGHT employees should be aware of their responsibilities towards the following:

1. To work as part of a team and contribute to the overall aims and objectives of the Trust.
2. To champion and promote the values and behaviours set out in the Competency



Framework and act as an ambassador for the Trust.

3. Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role and to improve performance against the Competency Framework.
4. To work flexibly in response to changing organisational needs and be willing to undertake any other duty in line with the level of the job as may be required the Trust.
5. To operate in accordance with RGHT's values, policies and procedures, including but not limited to, Health and Safety, Data Protection, Equality and Diversity and Child Protection.

This is a description of the job as it is presently constituted. It is the practice of RGHT to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are required to reflect the organisation's needs. This will be conducted in consultation with you. It is RGHT's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

Dated: December 2024

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Person Specification

Criteria	Essential or Desirable
A practical understanding of building maintenance.	Essential
Experience in a facilities role or similar.	Essential
A positive, lively and friendly manner.	Essential
Strong team working skills with the ability to work and co-operate effectively with others.	Essential
Good communication skills both verbally and in writing, particularly in reporting problems and passing information to others.	Essential
Ability to work on own initiative, prioritise tasks and without direct supervision.	Essential
Physically able to undertake manual work including cleaning, lifting large, irregularly shaped or heavy items with assistance and working at heights.	Essential
An interest in history in particular heritage buildings.	Desirable
A working knowledge of the principles of health and safety relating to the workplace and sites open to the public.	Desirable
Understanding of the specific constraints and problems of working in and with historic buildings.	Desirable
IT skills and competent in use of Word and Outlook.	Desirable