

Rosendale Allotments Association:

Part time Site Officers Job Description:

The Site Officer will be expected to work for twelve hours a week, at the site on a variety of tasks including site and building maintenance, liaising with the committee, office holders and plot holders and undertaking some administrative work.

The position involves flexible hours normally spread over 2 weekdays and alternate weekends, either 2 days of 6 hours or 2 days of 5 hours and a 2 hour day on Saturday. The pay is at the London Living Wage + 5%, currently £11.07 an hour. An unpaid lunch break may be taken on the days when 5 or 6 hours are worked.

Job specification:

- Manage all areas of site and building maintenance
- Liaising with the committee, the stores coordinator and the members about the site, its maintenance and improvement
- Update, with the second site officer, the site officer handbook and site management plan
- Carry out weekly/monthly site officer tasks, linked to the committee's and site management plan's agreed objectives as directed by the line manager
- Undertake physical work on the site, such as grass cutting, hedge trimming, gate maintenance, boarding paths and plots
- Ensuring the maintenance of the building, including: painting, varnishing, carpentry
- Hiring and organising paid, skilled contractors as directed by the RAA Management Committee
- Arranging tools and schedules for volunteer activities
- Managing the tool hire scheme for members, ensuring that the tools are well maintained and arranging repairs if necessary

- Helping to advertise the availability of the community room for hire to members and the public and to help manage the bookings and inductions
- Ensuring that the building is open for members at regular times and refreshments are available
- Overseeing the cleaning of the buildings and ensuring that the buildings are kept tidily
- Monitoring key access for deliveries, hirers
- Maintaining good records about the site, the buildings and their use
- Coordinating with the line manager and committee the team's annual leave and sickness, reporting any concerns to the line manager and ensuring adequate cover is organized if possible
- Ensuring that the staff, volunteers and community members adhere to the site's H&S policy and keeping informed of the yearly reviews carried out by the RAA's H&S officer.
- Liaising with plot holders and ensuring that their concerns and ideas are passed onto the RAA Committee
- Identifying and informing the RAA Committee of any staff training requirements and attending training as required
- Reporting regularly to the nominated site officer line manager (member of the RAA and committee) in the form of emails and meetings when required
- Carrying out any other site officer related administration