

Vacancy

Facilities Coordinator

Part-time, freelance role

16 hours per month (approx. 1/2 day per week)



We are hiring a practical problem-solver with some maintenance skills and an eye for detail to be our new Facilities Coordinator.

About DIY Space for London

DIY Space For London is a social centre located at Unit 1-2, 96-108 Ormside Street, just off Old Kent Road in South East London. We operate in a large converted warehouse building where we have built a 165-capacity performance room, low-cost creative facilities and a community meeting work and social room. We are a cooperative business with a non-hierarchical model based on mutual aid and cooperation. We run on a members' club model so that everyone has equal say in how the place is run, promoting the ideas of mutual aid (helping each other) and cooperation (working together.) Providing a welcoming space for everyone, especially those whose voices and contributions are not always amplified, is a top priority. > diyspaceforlondon.org

About the opportunity

As a volunteer-powered cooperative organisation, we recently undertook a review of our organising systems to overhaul how we work. This role is one of four new part-time freelance roles which have been created to support our volunteer collectives and two existing paid finance roles, and to ensure we are meeting our legal, ethical, safety and social responsibilities.

Role Details

- Duration** 16 hours per month (approx. 1/2 day per week)
- Fee** £12.50 per hour + expenses as agreed (equivalent: £200 per month)
- Contract Type** A 12 month contract with 3 month and 6 month review. This is a freelance, self-employed role, so the contractor is responsible for their own taxes and national insurance.
- Location** We are located off Old Kent Road, South London – Unit 1+2, 96-108 Ormside Street, London, SE15 1TF. You'll be on site during your work hours.

About the role

The Facilities Coordinator will be responsible for ensuring that the Health & Safety and Fire Safety standards of a busy, high-traffic community centre are upheld, and act as a point of contact for reporting issues related to these legal requirements, as well as fixing breakages, structural and cosmetic upgrades. You'll undertake weekly checks of the building to ensure that these standards are upheld and issues recorded. With the support and feedback of both volunteers and other members—particularly the Bar & Licensing and Events & Programming Coordinators—you will oversee the assessment, implementation and upholding of visual and safety standards inside and outside of the building.

You will coordinate both remotely and on site with tradespeople and contract work around services, repairs and maintenance of all systems within the building, including plumbing, heating, waste and electricity, and undertake small repairs yourself. As part of managing, reviewing and renegotiating our service contracts, you'll implement a more environmentally conscious approach, part of our renewed commitment to making DIY Space for London greener. You'll log and report any disruption to the capacity of the space to function during any repairs, and liaise with Finance on invoicing and budgeting for repairs and other works.

You'll manage our collection of building materials and power tools, share your skills with members, liaise with the Bar & Licensing Coordinator around the stock of cleaning supplies and equipment, and create and help to maintain a storage policy which supports creativity, responsibility and accessibility throughout the space. This is not a cleaning role, as this will remain an 'all volunteer' responsibility; however you will be responsible for coordinating a better system for cleaning and planning sessions where we come together to do this work.

About You

You will be an extremely organised, practical person with a strong sense of community who is happy working independently, building and reforming systems and very happy taking and giving constructive feedback. You will be committed to using your skills towards a broader social goal. We are looking for a motivated, pragmatic, reliable and well-organised person to jump right in to your area of work, helping to design and implement better systems, tools and safety standards.

Consulting closely with a range of volunteers, you will be happy working both independently and in collaboration with those in our other paid roles alongside the support of our Committee (our equivalent to a board) to enact positive change.

Essential Criteria

- ◆ Experience and / or understanding of Health & Safety and Fire Safety
- ◆ A good level of maintenance skills for undertaking essential smaller repairs e.g. filling, painting, some basic trades knowledge
- ◆ A meticulous attention to detail and excellent record keeping
- ◆ Experience of liaising and building relationships with tradespeople and /or contract services
- ◆ Experience of sourcing and negotiating competitive quotes for both contract and one-off services and works
- ◆ The capacity to work predominantly on-site
- ◆ Experience and confidence in being an available/on-call point of contact for projects
- ◆ The ability and capacity to organise, run and facilitate 'maintenance days' for volunteers to actively take a role in repairing, maintaining and improving our building
- ◆ The vision to work collaboratively to implement and develop increased health and safety and visual standards throughout our high-traffic multi-use environment

Desirable Criteria

- ◆ Some experience working collectively with or in volunteer-led groups
- ◆ Previous experience attending or volunteering at DIY Space for London
- ◆ Knowledge of the way DIY Space for London and/or other volunteer-run social centres or community spaces work
- ◆ Active Membership of DIY Space for London

How we work

We are a volunteer-powered social space with a flat non-hierarchical structure. A range of fluid collectives have traditionally undertaken the day-to-day operational work involved in the space, while the committee is responsible for the bigger picture. This structure is being reinforced under three main areas: DSFL Design, DSFL Events and DSFL Operations. These teams will communicate via Slack, and attend a monthly Team Meeting at which coordinators will be expected to attend and provide updates. Their primary role is to enact the decisions of the collectives, make any suitable devolved decisions and providing feedback on progress and new initiatives.

We acknowledge the tensions inherent in mixing volunteer and paid labour and are committed to ensuring that freelance workers feel supported in their tasks whilst supporting those continuing to work voluntarily, in a mutual way.

How to apply

We want to make it as easy as possible for you to apply for this freelance role, but whichever method you choose below, **we will shortlist based only on how you meet the criteria above**, so please be specific!

Please apply via one of the below methods to committee@diyspaceforlondon.org

- 1 Email us a statement of no more than 600 words** outlining how you meet each of the criteria of the role. (If you would like, you can also attach a CV/Resume, but this is optional).
- 2 Attach a CV/Resume to an email.**
- 3 Send us a video or audio recording no longer than 4 minutes** via a link (uploaded to Youtube, Vimeo, Soundcloud or other platform).

We especially encourage applications from people who are marginalised due to race, class, gender, sexuality, disability, neurodivergence, or any other aspect of who they are. DIY Space for London is a wheelchair accessible building and we will always do our best to prioritise and account for your access needs. Please email us with any questions or help you might need to apply, for whatever reason that may be, and we will do our best to meet them!

Timeline

APPLICATION

We will accept applications between 19th August and **6pm on 16th September 2019**.

INTERVIEW

1hr face-to-face interviews will take place at DIY Space for London on **23rd, 24th or 25th September 2019**. Your interview panel will comprise of a DIY Space for London committee member, a collective member and our freelance finance worker.

SELECTION

We will notify successful candidates on **27th September 2019**.

Any Questions?

Whatever your question may be, please email us at committee@diyspaceforlondon.org

