



Registered charity no. 1174390

**Job Title:** Facilities Administrator  
**Location:** Hartlepower Energy Hub - 81 Stranton, Hartlepool TS24 7QT  
**Hours:** 20 per week  
A degree of 'unsocial' hours working will be required for which time off in lieu will be provided.  
**Work Pattern:** Flexible and to be agreed with development officer/Hartlepower CIO board  
**Contract term:** 3 year permanent with review at the end of month 3.  
**Salary:** £11,954 ,year 1;£12,073, year 2; and £ 12,194 ,year 3  
**Reporting to:** Development Officer

### Overview

The Energy Hub in Stranton, Hartlepool is an initiative to support VCS( Voluntary and Community Sector) organisations and social enterprises in the town. Such support takes a number of forms including help with setting up/developing, fund-raising, choosing the right form of operating structure, marketing, planning ,monitoring and evaluation, accounting and the provision of affordable accommodation and meeting space and facilities such as printing, internet access and a Community Café.

### Purpose, Scope & Responsibilities of the role

The Facilities Administrator, funded by the National Lottery's Community Fund, will support VCS (Voluntary and Community Sector) organisations and enterprises in Hartlepool in a variety of ways, with the aim of strengthening the social economy.

The post is a new one and represents an exciting challenge to help reinvigorate the local social enterprise sector.Funding is for three years ending in September, 2022.

The candidate will be required to oversee the smooth operation of the hub, reporting to a Development Officer and providing him/her and a small team of sessional advisers with administrative support. Duties will include organising building maintenance/repairs, keeping income and expenditure records, organising bookings and rental payments, promoting the hub through various media channels, producing reports and minutes for meetings and maintaining statistical records on building usage.

### Person Specification

The Facilities Administrator must be highly organised with proven experience of running an office or similar facility in any of the sectors. The appointee must have good IT capabilities ,be able to maintain accounting records, be a competent communicator with a wide variety of individuals, groups and agencies and be capable of working on their own initiative. Knowledge of health and safety protocols and regulations regarding multiple occupancy of a building would be beneficial. A strong commitment to the role of the voluntary sector, enterprise development and social action in improving society is essential.

## **Corporate Responsibility**

All employees are expected to:

- Recognise and respect the diversity of internal and external customers and assist accordingly.
- Ensure the values of Hartlepower are reflected in their work and that all services provided are delivered in line with the Vision, Mission and Core Values.
- Assist in the development of a 'Continuous Improvement' culture.
- Ensure compliance with all regulatory requirements.
- Manage risks and health and safety to protect customers, staff and other stakeholders.
- Attend such training courses, seminars, conferences and other learning and development events as the organisation may require.
- Act as an ambassador for Hartlepower and Our Power.
- Maintain confidentiality at all times.

## **Flexibility**

The nature of this business means that from time to time you may be asked to perform roles outside your original job description on an ad hoc basis. This allows the organisation to utilise its people in the best possible way at all times and helps employees to make their contribution in a changing environment.

## **Equal Opportunities**

Hartlepower is an equal opportunities employer committed to eliminating discrimination and encouraging diversity amongst our workforce.

## **To apply:**

Please apply by letter or email [info@hartlepower.co.uk](mailto:info@hartlepower.co.uk) describing in detail how you would undertake the role.

Additional information eg cv's is NOT to be included.

Closing date: Monday, July 15, 5.00 pm. Please note if you have not heard from us by Monday, July 22, 5.00 pm then your application has been unsuccessful.

For further information please email [info@hartlepower.co.uk](mailto:info@hartlepower.co.uk)