**Facilities Officer**

*Site facilitation, Repairs*

BIGKID is looking for a vibrant, sociable individual to join its dynamic team of world shakers in running its first ever building. We are looking for someone who loves community, repairs and gardening and has the biggest heart for the youth of London!

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| **About Us** |
| BIGKID exists to equip young people at risk of social exclusion and youth violence to take control of their lives, find, develop, and act on their own potential. We believe that behind every kid is something BIG.  We firmly believe in supporting and cultivating our staff enabling them to work flexibly, be creative and develop new areas of interest. We believe that by investing in the interests and values of our team we can enhance the work we do together and the impact we have with our young people. The BIGKID team culture is at the core of our work, and we work hard to nurture the team.  BIGKID is a fast growing, multi-award winning, organisation with many exciting opportunities from fundraising dinners with Michel Roux Jnr, sailing in Suffolk, NFL and Nike collaborations to quiz nights, youth club and mentoring. We encourage our team to be involved across the organisation with whole team efforts enhancing our success. This role will enable you to have many new and exciting experiences in a team which will encourage you to try new things and make the job your own.  We encourage applications from people looking for a flexible and family friendly way of working.  Main Office: Dexters Adventure Playground, SE240LH, London |
| **About the role** |
| BIGKID took over the management of Dexters Adventure Playground in late 2020, Since then, we have engaged over 2,000 young people through programmes delivered at the site including youth club, adventure play, gardening and creative arts. We are looking for a superstar maintenance officer to work with our site manager to help us continue developing Dexters into a thriving and exciting hub for young people and the wider community.  As well as working at Dexters to maintain the site. You will need to be able to work with members of the community and the wider team. You’ll need to be organised, handle admin and confidently deal with repairs. Each day will be different some might involve changing a lightbulb, whilst others may consist of helping with a volunteer session.  Although this role is not directly working with young people BIGKID’s mission is to end youth violence and social exclusion, so you will need to share our values and vision.This role involves leading on maintaining the site, dealing with repairs on the site, assisting with gardening sessions, potentially driving our minibus and being a keyholder. |

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| **You should apply for this job because** |
| * BIGKID is an effective and fast-growing organisation * The work is flexible * You can make the role your own * You will part of a fabulous team * You will be impacting the lives of hundreds of young people * You can bring your ideas to the table and see them through to fruition |

**Your main tasks will be:**

* To keep the site tidy; working on the outdoor space.
* To work unsupervised in a variety of settings.
* To be a key holder for the site
* To complete minor repairs
* To work as a team with the Site Manager to provide a safe environment and site for young people but also the local community and external organisations.

**Note:**  
**Although the core duties of the post are set out within the job description, a flexible approach to work is essential. The postholder may be required to adapt the above duties to take account of changes to working practices (e.g. the introduction of new technology).**

**Essentials:**

* Experience in household repairs
* Experience in ground maintenance/gardening (lawnmowing etc.)
* Committed to the vision and aims of BIGKID Foundation
* A team player
* Good communication and presentation skills
* Punctuality and reliability
* Ability to work independently and with limited supervision
* Organised and able to prioritise
* Ability to deal in a helpful, friendly, and professional way with people from all social and professional backgrounds
* Enthusiastic
* Flexibility - willing to lend a hand with different tasks when required

**Desirable:**

* Driving license

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| **Salary and Benefits** |
| * £13.15/hr (London Living Wage), 15 hrs/week * Travel/mileage within London * Flexible working * 34 days holiday (Inclusive of bank holidays, BIGKID in-kind days). |

**Application Process**

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| Stage |  | Dates |
| 1 | Send a current CV to [unika@bigkidfoundation.org](mailto:unika@bigkidfoundation.org) | Deadline: Friday 16th February 2024 12pm |
| 2 | * Interview at BIGKID office * Values assessment * Approx 1.5 hours in total | 19th – 23rd February 2024 |
| 3 | A short interview with our young people at the BIGKID youth club. Approx 30mins | 26th February – 1st March 4-6pm |
| 4 | A final interview with our CEO, Director, and trustee. | 6th March |
| 5 | Notify successful applicants | 15th March |
| 6 | Start date | ASAP |