

Background

Starting life as a County Council run youth centre in the 1960s, the Malvern Cube was taken over by the community in 2012 after the County Council cut its youth services. The Cube is now “run for the community by the community” through a charity, the Malvern Youth and Community Trust (MYCT). MYCT runs the building as a community and arts centre hiring out space, from as little as an hour, on a one-off or regular basis. Over fifty community groups regularly use the Cube from ante-natal classes, dog training sessions, yoga and exercise classes through to various U3A interest groups.

The Cube’s site consists of a single-storey brick building of approx. 450 sq.m. sitting in grounds of 1 acre, including gardens and car park. The site is leased from Worcestershire County Council with Cube having the obligation to keep the building in good repair at its cost. Our spaces range from a four-person meeting room to a 170 seat/200-person performance and event space.

The Cube’s Garden Café offers drinks, cakes and light lunches during the week. We also stage our own events as well as supporting performances put on by other promoters, resident and outside theatre groups, and other local organisations. Sister charity, Malvern Cube Projects, runs a programme of activities and support for local young people from its base at Malvern Cube.

The Cube is run by a small team of staff including a full-time Centre Manager and part-time Finance Administrator. MYCT’s Trustees include an individual who takes the lead and lends experience and support on property matters. A large group of volunteers assists with the running of the Cube including looking after the Cube’s gardens and assisting with the running of larger events. We have a handful of volunteers who assist in the day-to-day tasks of keeping the building running - our intention is to develop a volunteer group who can contribute to looking after the building.

Where possible, and appropriate, we work with designated local tradespeople, often sole traders, who can support our demands, and are supportive of the work of The Cube.

Our current caretaker is looking to reduce his hours in March 2024 and will be undertaking a number of specific backlog maintenance tasks with a time commitment equivalent to one day per week until March 2025 alongside the role of his successor.

The Caretaker will support the Centre Manager in the day-to-day management and long-term planning of the operation of the building. Tasks will include practical work inside and outside, liaising with tradespeople as necessary and coordinating and supporting the group of building volunteers. The post will also involve some administrative tasks involving the use of MYCT’s Microsoft 365 based central computer system.



Caretaker Job Description

Job Title: Caretaker

Location: Malvern Cube, WR14 2YF

Reports to: Centre Manager

- 15 paid hours per week over 2 days. (Alternative working patterns can be considered)
- 25 working days leave per annum (full time allowance – to be adjusted pro-rata). An agreed portion of which to be taken during Malvern Cube annual closure periods
- Free lunchtime meal provided when on shift
- Contributory pension scheme
- Sick pay scheme

Purpose of job:

The Caretaker will support the Centre Manager in the carrying out of day-to-day management and long-term planning of the operation of the building. Tasks will allow for the proper maintenance and improvement of Malvern Cube's site including practical work inside and outside the building, undertaking and managing relevant statutory checks, liaising with trades people as necessary and coordinating and supporting the group of building volunteers. The post will also involve some administrative tasks involving the use of MYCT's Microsoft 365 based central computer system.

Salary:

£23,000 per annum **pro rata**. Please note, the salary advertised is the full-time rate (based on a 37.5-hour week). The salary for a 15-hour week will be paid PRO RATA.

Key Responsibilities and accountabilities:

1 Building and Grounds

Ensuring the building and grounds are safe and well maintained:

- Repairs and capital works:
 - With others identifying the need for repairs and preparing long-term maintenance plans
 - Directly undertaking reactive repairs (where safe and competent to do so)
 - Obtaining costs for and organising reactive, planned and preventative repairs by recognised trades people
 - Working with Centre Manager and Trustees on the implementation of major capital projects
- Health and Safety
 - Providing support to the Centre Manager in their overall responsibility for health and safety
 - Undertaking/contributing to risk assessments

- With volunteers and trades people (where relevant), ensuring health and safety checks are undertaken and records are up to date and stored on internal file sharing systems. Checks to include:
 - fire alarm and emergency lighting checks
 - fire-fighting equipment
 - legionella
 - asbestos
 - fixed electrical systems and portable appliance testing
 - boilers and gas safe checks
 - lift
- Briefing tradespeople on potential health and safety risks and checking insurances and method statements
- Obtaining all necessary certificates from trades people for work carried out
- Cleaning
 - Assisting in the hiring and management of cleaning staff
 - Ensuring the availability of appropriate amounts of cleaning supplies and consumables
- Security
 - Taking primary responsibility for CCTV and door access systems on the site
 - Attending out of hours call outs if possible
- Garden/grounds
 - Liaising with the volunteer group
 - Undertaking tasks in support of the group
- Refuse
 - Organising collections
 - Post event sorting of refuse including recycling of glass
- Setting up and re-setting of spaces:

Note: this is generally undertaken by hirers or those supporting events. However, from time to time, there will be some work in:

- preparing spaces for events
- re-setting the building after events (especially after weekends)
- checking safety and stability of chairs and tables
- Environmental

Helping promote and deliver on Malvern Cube's intention to be increasingly environmentally conscious and reduce its carbon footprint.

2 Finance and Administration

- Providing information to assist with the preparation of annual budgets for works to, and maintenance of, the building and grounds
- Advising the Centre Manager and Finance Administrator of unplanned expenditure and obtaining authorisation of the same
- In conjunction with the Centre Manager and Finance Administrator:
 - identifying the need for, and obtaining quotes and arranging the purchase of, services, equipment, materials and supplies
 - approving the quality of work/checking supply of materials for payment
- Assisting the Centre Manager in the preparation of project proposals for approval by Trustees

3 Staff and People

- Liaison with trades people, maintainers, suppliers and contractors as may be required by the role
- Dealing with queries from hirers re room set-up/simple technical queries
- Advising staff, workers, volunteers and hirers of security, fire and other protocols
- Assisting in the development and on-going support/management of a building maintenance volunteer group

4 Technical

- Maintaining a workshop and providing upkeep of the necessary equipment and tools to support maintenance tasks and day to day activities
- Managing technical infrastructure in rooms
- Assisting hirers in fairly simple levels of technical set up eg connecting projectors to hirers' equipment

The post will be subject to an enhanced DBS check

Caretaker Person Specification

Essential

- Experience of a similar role
- On-job trained or with relevant training qualification
- Self-motivated
- Good communication skills
- Willingness to be confident with the use of Microsoft 365 programmes – including Sharepoint, Word, Excel, Outlook (with training if required)
- Good understanding of health and safety practices
- Organised and methodical
- Manual handling (with training if required)
- Flexible
- Excellent DIY skills
- Able to give technical support

Desirable

- Driving license
- Building trade experience - ideally with electrics, plumbing or carpentry
- Formal Health and Safety training