

JOB DESCRIPTION

Job Title: Facilities Cleaner (16 hours per week)
Location: The Micah Centre, 149a My Lady's Road, Belfast, BT6 8FE
Reports to: Facilities and Operations Manager

PURPOSE OF THE POST

WPCA is looking for an enthusiastic and passionate person to work as part of our Operations Team as facilities cleaner. The role is to ensure that the premises are effectively cleaned and tidied in a timely manner to enable the smooth running of programmes, activities and events.

KEY DUTIES AND RESPONSIBILITIES

Floors – All rooms and passageways

Daily

Kitchen facilities

Daily

Windows / Glazing

Weekly

Furniture

Daily

Bins

Daily

Toilets

Daily

Other Duties

- To monitor & report supplies of cups, plates, toilet rolls, etc when necessary.
- Room set-ups, when required.
- To report any damage/breakages.

APPLICATION PROCESS:

To apply please send completed application form demonstrating how you meet each of the essential and desirable criteria to alice@wpcabelfast.co.uk

Closing date for receipt of applications: 12 noon on **Friday 18th September 2020**.

Interviews for shortlisted candidates will be held on week beginning Monday 21st September 2020.

PERSON SPECIFICATION

Job Title: Facilities Cleaner

Essential Criteria

1. A willingness to own and work within the Christian ethos of WPCA.
2. Previous experience of cleaning to a high level of effectiveness and be able to prioritise cleaning tasks.
3. Have the ability to be flexible around hours worked to meet the needs of a busy and active organisation.
4. Be physically able to perform all tasks.

Desirable Criteria

1. Have experience of cleaning in a busy environment.
2. Previous experience of working/volunteering within a charity or church setting.

CONDITIONS OF SERVICE

Job Title: Facilities Cleaner

Responsible to: Facilities and Operations Manager

Salary scale: NJC Scale Point 1 (£17364 per annum pro rata) £6945 per annum

DURATION: Permanent with a 3-month probationary period

WORKING HOURS: 16 hours per week

Mon: 8am – 11.30am

Tues: 8am – 11am

Wed: 8am – 11am

Thurs: 8am – 11am

Fri: 8am – 11.30am

ANNUAL LEAVE ENTITLEMENT:

6 weeks (one at Christmas, one at Easter and others as agreed with line manager)

The above entitlement will be calculated pro rata depending upon hours of work.

WPCA, 149A My Lady's Road, Belfast, BT6 8FE

Willowfield Parish Community Association is recognized as a charity by the Inland Revenue

Reference XR64196

Charity Number: NIC103336

INFORMATION FOR PROSPECTIVE EMPLOYEES

Background

Willowfield Parish Community Association was founded at the end of 2002 to address some of the profound social, emotional, physical and spiritual needs of residents in the Willowfield/Woodstock area of East Belfast – an area classified among the most deprived in Northern Ireland. It operates in conjunction with Willowfield Church of Ireland Parish, whose initiative it was, and the Rector of the Parish chairs the management committee. In 2007 we opened the Micah Centre, a purpose-built facility to house the various programmes and activities that we run. We currently work with the following, identified as a result of needs analysis, and surveys conducted with local residents: the elderly, teenagers, children, unemployed adults, local families and those struggling with poverty and deprivation.

Ethos

WPCA has a Christian ethos and that informs the way staff fulfill their roles, how we relate to one another, how we relate to the organisations and individuals with whom we work, and how we relate to those we seek to help and serve. Our ethos emerges from a desire and motivation to express Christ's love to all people.

While WPCA is motivated by the Christian faith, we seek to be accessible to people of all faiths or none. We are committed to serving and respecting all people regardless of their gender, marital status, race, ethnic origin, religion, age, sexual orientation or physical and mental capability.

Growth

Since its inception, WPCA has seen continual growth. Because of this there is a culture of regular change and development within the organization, and we aim to continually evaluate and monitor the effectiveness of what we do, so that we ensure that we develop appropriately and respond to the changing needs of our community. This makes for an exciting, dynamic (and sometimes very busy) place to work.

Please note that in order to comply with our Child Protection Policy we will require an employee to undertake a Criminal Records Bureau Disclosure if their role or assistance at one of our programmes brings the employee into regular contact with children.