

## Job Description

*Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.*

**Job Title**                      Lettings Facilitator

**Responsible to:**        Site Manager

### Purpose

To oversee the lettings of premises during the hiring for sports and events as detailed by the hirer. Ensuring visitors needs are met and the premises are secured at the end of each letting. The Facilitator will take pride in the premises that they are looking after and represent the Trust in the best way possible.

### Key Responsibilities

- Opening and closing of the site for the hiring/event. Ensuring the premises are secured.
- Meeting and greeting visitors and assisting them with any queries.
- Assisting with the decoration of the building as required by the hirer.
- Ensuring internal and external areas are clean, tidy and any rubbish removed.
- To liaise with the Site Manager to determine booking allocations.
- To safeguard the health and safety of all staff, students and hirers

### General

- Be aware of and comply with relevant policies and procedures including health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
- Participate in training and other learning activities as required.
- Set high expectations of conduct whilst acting as a good role model for others.
- Assist visitors with general enquiries.

**The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.**

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the CFO in consultation with the post holder as appropriate to the changing needs of the Trust, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....  
Employee