

## Job Description

**Job Title: Handyperson / Facilities Support – Community Hub**

**Location: Brynhyfryd House (former primary school), Giants Grave Road, Briton Ferry, Neath, SA11 2ND**

**Reports To: Community Hub Manager**

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### Job Purpose:

To support the smooth running of our community hub by carrying out day-to-day maintenance, repairs, and setup duties. The handyperson will help create a safe, welcoming, and well-functioning environment for all users, including staff, volunteers, and members of the local community.

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### Key Responsibilities:

- **General Maintenance:** Carry out basic repairs (e.g., plumbing, minor electrical, carpentry, decorating) and report major issues to the Manager.
  - **Building Checks:** Perform regular inspections of the premises, ensuring fire exits are clear, lighting and heating are operational, and the space is safe and tidy.
  - **Health & Safety:** Monitor safety hazards, report concerns, and carry out minor remedial work in line with health and safety policies.
  - **Supplies and Inventory:** Keep basic tools, lightbulbs, cleaning products, and repair materials stocked and organised.
  - **Community Engagement:** Interact courteously with hub users, sometimes responding to minor queries if required.
  - **Flexibility:** Be available for work outside of operating hours if maintenance work disrupts service provision.
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### Skills and Qualifications:

- Broad practical experience in general maintenance and repair work.
  - Ability to carry out manual tasks, lift equipment, and operate hand tools safely.
  - Basic knowledge of plumbing, electrics, and building maintenance.
  - Good communication and people skills, especially with diverse community members.
  - Ability to work both independently and as part of a small, friendly team.
  - Understanding of safeguarding and confidentiality (training will be provided).
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**Desirable:**

- Previous experience in a community, school, or charity environment.
  - Familiarity with community-centred values and inclusive spaces.
  - Trade qualifications or health & safety training (e.g., COSHH, PAT testing, Manual Handling).
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**Hours and Pay:**

- **Working Hours:** 5 per week
- **Salary:** £12.21 per hour
- **Contract Type:** temporary 3 months (possible extension available)