

## Venue Support Colleague (Housekeeping & Maintenance)

Based	Edinburgh
Start	Immediate
Salary	£15 per hour, plus benefits
Contract	Permanent employed contract
Hours	15 hours per week across two or three days, one of which will be Sunday

### Background

First Psychology is a leading independent provider of counselling, psychological therapies and wellbeing interventions in Scotland. We have expanded rapidly and now operate 12 consulting centres throughout Scotland and Northern England with an administrative base in Edinburgh and around 150 clinical practitioners in our various locations. We provide services to self-referred clients (direct to consumer), who include individual adults, couples, families and children, and also operate a commercially focused service (First Psychology Assistance) providing therapy, rehabilitation training and consultancy to businesses, organisations and legal referrers. First Psychology is a people business where relationships really matter.

### The role

We now have a vacancy for a venue support colleague to help us ensure our centres are kept in perfect condition by completing both housekeeping and maintenance tasks to maintain a welcoming environment for our clients.

You will be based in Edinburgh, with regular visits to our centres in Glasgow. On occasion, you will be required to visit our centres in Northern Scotland.

Your responsibilities will include general maintenance, minor repairs, and housekeeping. You will also be required to complete deliveries of equipment and materials to our centres.

You will be skilled and hard-working, with outstanding problem-solving abilities. You will also take pride in your work and understand how important a clean and well-presented venue is to our clients' experience. You will have a 'can-do' attitude and take ownership of your responsibilities. You will be approachable and confident when interacting with our colleagues and clients.

To be eligible for this position you will need to have a full (clean) driving licence. Successful applicants will be subject to a PVG check.



### **Typical duties**

- Ensuring fixtures and fittings are in good working order, making minor repairs where necessary.
- Minor electrical work such as changing light bulbs and strip lights, rewiring plugs, installing light fittings, changing fuses, etc.
- Minor plumbing such as replacing washers in taps, clearing blockages in wastewater piping, ensuring correct pressure in boilers, etc.
- Minor joinery work such as building and installing shelving, partitions and door locks, etc.
- Management of waste and rubbish.
- Ensuring that our high standards of cleanliness are maintained by cleaning contractors and reporting any issues to management.
- Moving furniture and equipment within our venues.
- Making deliveries, collecting and dropping materials, hardware, boxes and centre supplies.
- Assembling furniture or equipment, including flatpack.
- Painting and decorating, including wallpapering where necessary.
- Repairing flooring and replacing floor tiles.
- Identifying and resolving any safety hazards.
- Liaising with contractors and other workers.
- Cleaning and basic refurbishing of soft furnishings.
- Able to regularly handle/carry/deliver items (small and large) to centres and offices. Some travel throughout Scotland will be necessary.
- Cleaning duties such as hoovering and washing external parts of the building frontage.

### **Skills required**

- A minimum of two years' working experience in a similar role.
- Solid experience with housekeeping & cleaning.
- Experience in maintenance – the ability to complete minor repairs such as fixing door locks and rewiring light fittings.
- Ability to work with hardware tools and power equipment.
- Knowledge of health and safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures.
- Literacy and numeracy skills sufficient to check delivery notes, measurements, etc.
- Extremely organised, with time management skills.
- Confident and friendly when interacting with colleagues, clients, and contractors.
- Ability to resolve problems and adhere to health and safety guidelines.
- Physically strong – capable of working with machinery or moving heavy equipment.
- Being flexible
- Full, clean driving licence

### **Physical effort**

At certain points of the day the post holder will be expected to undertake bending, lifting and stretching in the course of their duties, e.g. minor maintenance work, remedial painting and decorating, repairs to fixing, receiving deliveries of goods and equipment, setting out and putting away furniture.

### **How to apply**

Applicants should apply with a copy of their CV to [hello@firstpsychology.co.uk](mailto:hello@firstpsychology.co.uk)

**The closing date for applications is 12 noon on 29 September 2023**

