



## **Wave House Church**

### **Job Description for role of –**

## **Turnaround House Admin and Health and Safety Officer**

**Location:** Turnaround House, Wave House Church, Newquay, Cornwall

**Hours:** Part time – 20 hours per week

**Contract type:** Permanent

**Holiday:** 17 days (including bank holidays)

**Salary:** £12.21 per hour (*National Living Wage*)

**Reports to:** Turnaround House Director

**Application close date:** 28<sup>th</sup> March 2025

**Shortlisting:** 31<sup>st</sup> March 2025

**Interview date:** 2<sup>nd</sup> April 2025

**Start date:** As soon as successful candidate can start – having worked out any necessary notice period

Wave House Church is an [Elim Pentecostal Church](#) located in Newquay, Cornwall, with a clear mission and mandate to reach out to the people in the community of Newquay and beyond. We are a 'family on mission' and therefore believe that it is important that all ages in the life of the church are disciplined and have the opportunity to know and love Jesus.

Turnaround House is a core ministry of Wave House Church. Turnaround House encapsulates Christian values and principles with a view to diminish poverty associated with housing need, always promoting and enabling young people to acquire skills for unsupported independent living.

Wave House Church/Turnaround House is Christian ministry, and therefore, *the first and most important specification on this job description is for any applicant to have a living and vibrant personal relationship with Jesus, to be spending time with him daily and setting an example for others to follow in their character and spiritual vitality.*

## **PERSON SPECIFICATION:**

***Turnaround House are seeking a capable and dedicated Administrator/Health and Safety Officer to assist in the smooth running of the Turnaround House office.***

### **Purpose of the Administrator / Health and Safety Officer:**

The primary purpose of the Administrator/Health and Safety Officers is to serve the Lord Jesus Christ by working alongside the Turnaround House Director in all aspects of the house. This involves ensuring that the ethos of the project remains rooted in our faith in Jesus Christ, the essence of who we are, and the motivation for our service whilst ensuring the provision of pro-active support to vulnerable young people aged 16-25 from disadvantaged backgrounds.

### **You will be responsible for:**

**Carrying out general security tasks required within Turnaround House.**

### **A summary of the main tasks is as follows:**

- a. Keeping accurate records and providing administrative information for use by the Project Director and others.
- b. Taking minutes of meetings.
- c. Undertaking general administrative duties.
- d. Maintaining data and statistical records for applicants and clients equality monitoring.
- e. Ensuring that records are established and maintained by staff and good communication lines exist between staff.
- f. Generating and overseeing monthly reporting.
- g. Co-ordinate applicant referrals and interviews, including maintaining administrative records.
- h. Co-ordinate applicant move-in dates and set up of client files both electronically and their folders.
- i. Maintaining inventories of equipment and items for example first aid kits.
- j. General administrative duties including typing, filing, proof reading and checking pieces of work to be sent externally.

- k. Managing the administration of residents Housing Benefit claims, keeping financial records up to date and inputting figures into spreadsheets.
- l. Ensuring that all work is carried out within the guidelines of the codes of practice set out in the charity's policies and procedures, these may include: financial and report keeping procedures, protection from abuse policy, confidentiality policy, fire evacuation procedure, equal opportunity policy, health and safety policy and any other policy, as appropriate to the individual.
- m. Carrying out weekly fire alarm tests in the main house, completing a check log to ensure the system is working properly. If not reporting any faults to the maintenance company.
- n. Carrying out emergency lighting tests as and when required.
- o. Coordinating a defects folder and maintenance to do list. Contacting relevant outside professionals when maintenance is required, for example, booking in a plumber as and when required.
- p. Carrying out any other tasks required from the project director.

**To strengthen the work of the staff team to provide a service for clients by:**

- a. Undertaking training and development activities as and when required by the Project Director.
- b. Demonstrating a Christian lifestyle which encourages a positive sense of self-esteem and mutual respect for other clients, staff and volunteers.
- c. Actively promote the Christian ethos of the charity in all aspects of the work.

**ESSENTIAL SKILLS:**

- Excellent communication skills, with ability to engage and develop positive working relationships with a wide range of people at all levels (including clients, staff and volunteers).
- Must be able to demonstrate a clear commitment to the Christian Faith and an ability to uphold the Christian ethos of the organisation.
- Good organisational skills.
- Will understand the needs of young people, especially around housing issues.
- Will have an ability to relate to and identify with young people aged 16-25.
- Can establish motivational working relationships of trust with young people.
- Able to prioritise busy workloads. Including being able to react calmly and professionally to a crisis.
- Able to be flexible with working hours.
- Has excellent written and verbal communication skills, good inter-personal skills.
- Can manage confidential matters with the utmost integrity in line with

Turnaround Confidentiality policy.

- Can work on own initiative and accept accountability to management board, staff and clients.
- Has good IT skills (such as word processing, using basic financial spreadsheets, emails and internet).
- Is committed to anti-discriminatory practice and can work on a person-centred basis.
- Administration efficient.

#### **DESIRABLE SKILLS AND QUALIFICATIONS:**

- Experience working in the housing sector / care work sector or similar.
- Working knowledge of the benefit system.
- First aid certificate.
- Equality and diversity training.
- Would have a minimum two years' experience working in a similar admin role.
- An understanding of the Elim Pentecostal Church.

#### **OTHER IMPORTANT INFORMATION:**

- The *Turnaround Admin & Health and Safety Officer* will report directly to the *Turnaround House Director*.
- This role will be fulfilled Turnaround House, with a weekly church staff meeting (on a Monday morning) necessary to be attended.
- You would become a regular attender/member of Wave House Church, committing to it as your 'home church'

***This role carries an Occupational Requirement for the post holder to demonstrate a clear and personal commitment to the Christian faith as detailed in the equal opportunity and recruitment policy.***

***Any successful application will be subject to an enhanced DBS check and references.***