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| **Job Title** | Housekeepers - Kickstart |
| **Salary** | National Minimum Wage |
| **Responsible To** | Housing Management Co-ordinator |
| **Hours** | 25 per week |

**Job Description**

Leeds Women’s Aid (LWA) is the largest women’s charity in Leeds, and has been providing support to women and children affected by Domestic Violence and Abuse (DV & A) for over 45 years. We are committed to our values and strive to embody them in everything we do. We provide a range of the very best services for vulnerable women and families who are victims and survivors of: domestic, sexual & honour- based violence and abuse; forced marriage; trafficking; stalking and harassment.

LWA is the lead agency for commissioned Leeds Domestic Violence Service (LDVS), a consortium of 3 agencies offering support to women, men and transgender/non-binary people. This service works within a multi-agency framework provides high quality, pro-active service to victim-survivors of domestic, sexual and honour- based violence and abuse, stalking and forced marriage, often those at the highest risk.

LWA is also the lead agency in the innovative and unique Women’s Lives Leeds (WLL) partnership, funded by the National Lottery Community Fund and consisting of 11 women’s and girls’ organisations. Working with vulnerable women and girls, our vision is that many more women and girls in Leeds will have their needs met and be empowered to lead safer and healthier lives.

# Purpose of Job

To maintain high standards of cleanliness in LWA refuges and dispersed properties for women and children who have experienced domestic violence.

# Main Duties

1. To provide a daily cleaning service for communal and office areas in LWA’s refuge.
2. Prepare accommodation where possible to suit the requirements of the new service user before arrival.  Install safety gates, prepare cot and bedding etc.
3. To check standards of cleanliness on properties before new service users arrive.
4. To maintain supplies of cleaning materials and manage a small budget.
5. To support service users who are struggling to maintain basic health and safety standards in their accommodation at the request of Domestic Violence Support Workers.
6. To monitor the window cleaning, sanitary disposal and refuse collection services to all properties.
7. To work with the shop manager and other relevant staff as required to store donations effectively and fairly distribute amongst service users
8. To place maintenance orders on behalf of the DVSWs and liaise with tenants re: access to their apartments.
9. To place orders on behalf of the DVSWs for renewals and replacements for the refuge.
10. To co-ordinate visiting contractors e.g. gardening, window cleaning, fire safety servicing, gas servicing etc.
11. carry out tasks such as changing light bulbs, batteries in smoke alarms, change locks, maintain the key cupboard, litter picking in gardens etc
12. To visit all properties monthly to read meters, check gardens, check bins are being emptied and used for appropriate rubbish in recycling bin etc
13. To take responsibility for fire safety in the building e.g. testing the fire alarm weekly and the servicing of the fire safety equipment.
14. Ensure that the incident, fire, accident and log books are maintained and up to date.
15. To work within LWA policies and procedures at all times, paying particular attention to confidentiality, equal opportunities and health and safety.
16. To embrace anti-discriminatory practice in all aspects of this role.
17. To work at all times in a non-directive, non-judgmental and empowering way with service users in our refuges.
18. To undertake any training provided by LWA.
19. To carry out any other duties that are reasonably required by LWA.

# General

1. Attend staff meetings and other training events as required
2. To uphold LWA's policies, with particular reference to confidentiality, health and safety and equal opportunities
3. To undertake any other duties as may be deemed consistent with the requirements of the post.

# Physical Conditions

The posts will be based across all refuges in Leeds

The post holder may also have to travel to other locations to ensure effective service is provided to all our clients.

# Economic Conditions

These posts are offered as part of the Government’s Kickstart Scheme and will attract the appropriate National Minimum Wage for the age of the employee.

**Person Specification**

You are required to have the following skills, knowledge and values:

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| **Essential** | **How Assessed**  **A = Application**  **I = Interview** |
| 1. An understanding of basic health and safety standards | A & I |
| 1. The ability to maintain high standards of cleanliness | I |
| 1. A good basic level of literacy and numeracy | A & I |
| 1. The ability to maintain simple systems, e.g. for monitoring supplies | I |
| 1. The ability to work on your own initiative with minimal supervision | I |
| 1. Your values must be consistent with those of LWA | A & I |
| 1. Commitment to upholding LWA’s policies and procedures | I |
| 1. Commitment to working positively with diversity | A & I |
| 1. Willingness to work flexibly | I |
| **Desirable** | |
| 1. Ability to the Microsoft Word and e-mail | A & I |
| 1. A driving licence would be an advantage | I |

**LWA’s Values**

**1. Be Exceptional**

* We are experts in our field & proud of having a women-centred approach
* We are pioneers & leaders, striving to perform & innovate

**2. Be Courageous**

* We are honest, inventive & have the integrity to challenge perceptions & practice
* We are encouraging & empowering of each other to be courageous & brave

**3. Be Inclusive**

* We are diverse, welcoming, approachable & inclusive in as employers, service providers & people
* We promote unity, fairness & respect

**4. Be Inspirational**

* We are proud of our creativity & how we motivate, listen, empower & support each other
* We are encouraging & lead by example to achieve the best

**5. Be Responsive**

* We are collaborative, aware, compassionate & sensitive
* We adapt our approach to meet changing needs