

Job Title – Space Coordinator

Job Description	
College/Service Camberwell Chelsea Wimbledon	Location Wimbledon College of Arts, Merton Hall Road
Contract Length Fixed Term for 12 months	Hours per week / FTE 35 / 1FTE
Accountable to Building Operations Manager	Weeks per year 52 f/t
Salary £30,777 - £37,468 pa	Grade G3

Job Description
<p>Purpose of Role</p> <p>The Space Coordinator sits within the CCW Building Operations team, which has responsibility for managing the relationship between the College users and the University's Estates and Facilities department. As part of this team, the Space Coordinator will provide local support to the activities of the Building Operations Managers, ensuring that planned building projects and reactive maintenance are coordinated with building users to minimise impact on their activities.</p> <p>The Space Coordinator role is also central to coordinating the use and development of shared spaces within the College, ensuring that spaces are suitable and prepared for booked activities. This will include having an overview of upcoming bookings in shared spaces, and working with other teams such as Facilities and AV, to ensure rooms are fit for purpose.</p> <p>Although the Space Coordinator will typically be based at one of CCW's sites, they may be called upon to cover other sites as required, and will need to develop a good working knowledge of the other sites within CCW to support resilience and business continuity.</p>

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Duties and Responsibilities

- Working in tandem with the Timetabling team to understand upcoming bookings in shared spaces and their requirements
- Working with Facilities to plan and schedule room setups and clearance as required
- Ensuring that AV in shared spaces is maintained and functional for use at all times. Proactively troubleshooting basic issues, and escalating more complex issues to the AV team
- Maintaining the integrity of the shared spaces and their furniture and equipment, reporting and escalating issues to the relevant teams and then taking responsibility for following up to ensure prompt resolution
- Working with the Building Operations team to ensure shared office spaces are maintained and functional for use at all times.
- Supporting the maintenance and operation of staff lockers in shared offices
- Supporting the use of booking systems to facilitate the use of bookable shared spaces, including Matrix for hot desks
- Developing an understanding of storage needs across the site, to aid the Building Operations team in developing appropriate storage solutions
- Supporting the Building Operations team to develop and maintain an asset register of College furniture and equipment in shared spaces. Working with the Building Operations Manager to plan and deliver maintenance and upgrades of furniture and equipment.
- Contributing to feedback and evaluation of how shared spaces are being used, including gathering data on uptake of bookings in spaces and user feedback on suitability of spaces.
- Undertaking health and safety duties and responsibilities appropriate to the role including room and activity risk assessments.
- Supporting the Building Operations Manager in the planning and delivery of building projects, including maintenance and summer works
- Providing support and occasional cover as required to the Front of House team
- Identifying and escalating critical issues to the Building Operations Manager in a timely manner

Other

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability

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Manifesto (2016 – 2022).

Job Description

- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships –

Facilities and Estates, Building Operations team, Technical Resources team including AV, IT department, Timetabling, academic teams, Health and Safety advisor.

Specific Management Responsibilities

Budgets

None

Staff

None

Other (e.g. accommodation; equipment)

None

Signed



(Recruiting Manager)

Date of last review: June 2022

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Grade: 3

Person Specification	
Specialist Knowledge/ Qualifications	<p>Practical knowledge of managing multifunctional environments and coordinating activities within them.</p> <p>Knowledge of basic AV equipment and troubleshooting.</p> <p>An awareness of Health and Safety requirements, including risk assessments.</p> <p>IT skills, including databases, word processing and spreadsheets</p> <p>Excellent administrative and customer service skills with a proactive and timely approach to providing a high quality customer service</p> <p>Strong organisational and administrative skills with good attention to detail</p> <p>Ability to work calmly under pressure and to multi-task</p>
Relevant Experience	<p>Experience of coordinating activities within bookable spaces</p> <p>Experience of working in a busy workplace and balancing competing demands on time</p> <p>Desirable: Experience of working in an HE or FE environment</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media.</p> <p>Ability to provide advice, information and assistance to end users at all levels in a clear and concise manner.</p>

Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems