**Canopy Housing**

**Properties Worker** **(ESF funded)**

**Job description**

Canopy is a self-help, community housing organisation based in inner city Leeds. Canopy renovates empty properties with volunteers and homeless people, who become our tenants after creating good quality affordable homes for themselves. We bring derelict property back into use, house homeless families, train unemployed people in construction skills, create jobs, improve community cohesion and contribute to the regeneration of disadvantaged neighbourhoods.

**Responsible to:** Properties Manager

**Hours:** 37.5 hours per week (flexible working requests will be considered)

**An essential part of the project is the self-help and voluntary activity of creating a home. The job will entail practical work alongside volunteers, tenants and other workers. The post holder will have to show initiative, be willing to learn new skills, and enjoy mucking in.**

**Summary**

To further the work of Canopy by carrying out properties work: refurbishing and repairing buildings; supporting and training volunteers and tenants and liaising with private landlords

**General areas of responsibility**

* Supervising and training diverse groups of volunteers and private tenants
* Providing a supportive, empathetic customer service to tenants and volunteers
* Renovation of tenanted homes, voids and other properties
* Maintenance of buildings
* Applying for small grants
* Associated record keeping, administration and monitoring

**Specific responsibilities**

* Renovate and repair empty, void, tenanted or other properties, working with external contractors where appropriate
* Carry out external work, such as fencing/wall repairs, gardening, creating planters, alongside volunteers, tenants and local communities
* Liaise with private landlords and tenants regarding the repair of their properties
* Supervise and teach volunteers as you work
* Fundraise for small grants
* Carry out administrative work such as record-keeping, monitoring and responding to information requests from funders
* Ensure that volunteers and tenants on site are treated with respect and are part of the site team
* Deal with any conflict within the volunteer group
* Take into account the needs of a diverse group of volunteers and tenants, ensuring that you adhere to Canopy’s Equal Opportunities policy
* Work closely with Canopy’s Support Team regarding the recruitment, training and support of volunteers and tenants
* Carry out maintenance work that the organisation requires
* Work closely with colleagues (e.g. the Administrator) regarding the responsive, planned and cyclical maintenance of Canopy’s properties
* Actively consult and involve volunteers, tenants, landlords and Canopy colleagues as fully as is possible regarding property renovations and repairs
* Challenge unacceptable behaviour/action/attitudes that could threaten the safety and emotional and physical welfare of project members, volunteers, tenants or other workers
* Work with Canopy colleagues to support individual volunteers, following through development/involvement
* Ensure that you work as safely as is reasonably practicable, and constantly be vigilant regarding the safety of trainees, tenants, landlords and others in contact with Canopy
* Ensure security of empty properties and look after keys, arrange connection of utilities,
* Undertake site health and safety risk assessments
* With Canopy colleagues, arrange the purchase of furniture, fixtures and fittings for empty properties
* Be responsible for the health and safety of all those working on site in accordance with Canopy policy
* Take part, along with other staff, in dealing with general office enquiries and for the day to day administrative activity of the organisation
* Ensure that site is set up and closed down correctly (and that this is carried out with volunteer/tenant involvement)

**Responsibilities of all staff**

* Attend regular supervisions and annual appraisals with line manager
* Attend weekly team meetings, take minutes
* To attend Board meetings as required
* Contribute to identifying your own training needs and attend relevant training and events
* Accurately administer and file records, develop and maintain systems of record keeping, for example databases and paper records.
* Answering the telephone and door
* To comply with Canopy policies and working practices
* Be concerned for the Safety and Health of all people in contact with Canopy
* To take responsibility for identifying hazards, reporting them and doing something about them
* To help out in every area of the organisation’s work as required
* Any other tasks as required by the Director or Board