

Security Concierge
£20,475
32.8 hours per week (on average)

Our semi-independent living house in Wigan provides comfortable accommodation in a recovery community environment. All the residents are people in abstinent recovery and we provide support to structure our resident's week ensuring access to voluntary and paid employment together with training, qualifications and leisure activities.

The successful candidate will be based in our semi-independent living house working between the hours of 8pm – 6 am working on a rota pattern and key duties include:

- Maintain manual and computerised records and monitoring CCTV screens.
- Create a visible presence in and around the building – Walking round the premises (internally and externally) on a regular basis including checking to ensure the integrity of the building is maintained.
- Undertake domestic duties including cleaning stairs, offices, communal areas and toilets.
- Undertake administrative duties as required.
- Develop and maintain positive relationships with staff and residents and be able to clearly communicate with all levels of internal and external contacts.

About you

We are looking for

- people who have worked in a similar type role or have relevant experience of Concierge duties or working within Substance Misuse environment
- Can operate in a non-judgemental manner and knowledge of relevant legislation in all activities
- Have the ability to make decisions whilst understanding when to refer to specialist support within the organisation and communicate with team members
- Must have a good working knowledge of Microsoft 2010 packages

How to Apply?

Provide an A4 letter of expression/supporting statement to: recruitment@bacandoconnor.co.uk stating what you believe you will bring to the post and the reasons why you should be considered. Please note that CV's and application forms will not be accepted

We are committed to safeguarding and promoting the welfare of vulnerable adults and we expect our employees and volunteers to share this commitment. This position is exempt under the Rehabilitation of Offenders Act 1974 and the successful applicant will be subject to a criminal record check from the Disclosure and Barring Service (DBS).

Having a criminal record will not necessarily bar an applicant from working for us; the nature of a disclosed conviction and its relevance to the post in question will be considered in all circumstances

We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation, marriage and civil partnerships, social class or economic status.

We actively encourage applications from individuals with a lived experience of substance misuse