



JOB DESCRIPTION

Job Title:	Facilities Assistant
Responsible to:	Project Officer
Hours per week:	36 hours per week
Salary:	£25,000
Contract:	Permanent
Annual Leave:	26 days per annum plus bank holidays
Pension:	5% Employer's Contribution

Training opportunities will be provided and tailored to the needs of the successful candidate. We are eager to encourage applicants to undertake an apprenticeship qualification while working with us.

About Jimmy's Cambridge

Jimmy's Cambridge is one of Cambridge's leading providers of support and accommodation to people who are and have been rough sleeping. We help people get off the streets and into their own home, backed up with all the support we can offer from our talented and committed team of staff, volunteers and partners.

Are you detail-focused? A natural organiser? Someone who likes things to run smoothly and efficiently?

Are you motivated by social justice, homelessness, and housing—and want your work to make a real difference? Then look no further, you may have just found your next role.

About the Role

At Jimmy's Cambridge, we are looking for a Facilities Assistant to join our team. We are not looking for reams of experience—we are looking for the right person.

At the heart of what we do is providing gold-standard accommodation and 24/7 wraparound support for people experiencing homelessness in Cambridge. This role plays a vital part in ensuring our buildings, equipment, and environments are safe, compliant, and well-maintained to support that mission.

You will work closely with our Facilities and Maintenance team, helping to coordinate maintenance across all Jimmy's sites, manage systems and records, and ensure everything runs efficiently behind the scenes. You will be central to improving organisation, strengthening processes, and helping us stay compliant with all relevant regulations.

Working Hours

36 hours per week, worked across 5 days (including flexibility across a 7-day service as required).

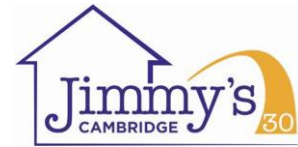
Main Duties and Responsibilities

- Maintain and update Jimmy's **Asset Register**, ensuring all items are accurately recorded
- Support the setup and ongoing use of **Property Maintenance Software** to track repairs, servicing, and compliance checks
- Coordinate maintenance tasks, including storage and distribution across services
- Maintain inventory records of **furniture, white goods, and equipment**
- Arrange contractor access and ensure presence for **routine maintenance visits** (e.g. boiler servicing, fire risk assessments)
- Keep all maintenance records, certificates, and documentation up to date
- Ensure **PAT testing**, fire alarm checks, and other compliance measures are completed and recorded
- Support the delivery of **weekly, monthly, and annual compliance checks**
- Make orders in preparation for maintenance tasks to be carried out
- Carry out basic maintenance tasks as required (e.g. upkeep of fans, taps, shower heads)
- Take regular **utility meter readings** and liaise with suppliers
- Act as the first point of contact for **utilities and telecoms queries**, resolving issues where possible
- Maintain records of **utility and service contracts**, supporting negotiation and renewal processes
- Work collaboratively with the wider team and provide hands-on support when needed
- Attend service specific team meetings to determine priorities for scheduled works

About You

You may come from any background, but you will:

- Share our belief that no one should have to sleep rough in Cambridge
- Be highly organised, with strong planning and prioritisation skills
- Have excellent attention to detail and a methodical approach
- Be confident using IT systems and willing to learn new software
- Be proactive, solution-focused, and unafraid to suggest improvements
- Be comfortable working independently and managing your workload
- Be flexible, adaptable, and willing to be hands-on when needed
- Understand the importance of professional boundaries



Essential

- Commitment to Jimmy's core values
- Strong organisational and administrative skills
- Good numeracy, literacy, and comprehension
- Attention to detail
- Positive, "can do" approach
- Ability to manage competing priorities

Desirable

- Clean UK driving license

Our Values

Our values are at the heart of everything we do:

- Treating people with respect
- Accepting people as they are
- Believing in opportunities for everyone
- Behaving with integrity

Apply

To apply, please send the following to recruitment@jimmyscambridge.org.uk:

- Your CV (maximum 2 pages)
- A short statement (maximum 1 page) explaining why you are interested in the role

We are more interested in who you are than a long list of qualifications, so tell us what matters.

Interview Process

Interviews will take place at our hostel at **451 Newmarket Road, Cambridge**. The interview will last approximately 45 minutes and will include a short task designed to assess attention to detail. This is not a pass/fail exercise—we will support you through it.

We are committed to making the process accessible. If you have any specific requirements or adjustments to support you, please let us know.