

Role Description: NNLS Covid Compliance Manager

Reports to: Executive Director

Liaises with: Community Development Director; Facilities Manager; external and internal users of the NNLS building; NNLS volunteers who will support the implementation of this role

Hours: Part Time - 12 hours per week (with possible additional hours required in the first month); Initial 6-month fixed term contract

Holidays: 4 weeks per annum (pro rata) plus public and Bank Holidays

Salary: £15 per hour

Purpose of the role:

Post lockdown, as NNLS is gradually reopening our building to both internal and external activities, there are inevitably a series of new risk assessments and protocols in place to ensure Covid compliance for our staff, our members, and all external users of our building. The Covid Compliance Manager's role will be to oversee the full and proper implementation of these risk assessments and protocols across our activities, with initial key focus on external users of our building.

Job Specification:

- **Full familiarity with, and ongoing development of Covid Compliance Protocols and NNLS Covid Risk Assessment:** to be fully au fait with these documents, and, as activities resume in the building and real-time experience is built up, the Covid Compliance Manager will work with the Executive Director to keep these documents updated on a regular basis
- **Keeping up-to-date with Government Guidance:** on an ongoing basis, to keep updated on the regularly evolving Government Guidance dealing with the safe use of multi-purpose community facilities, and those in place for after-school clubs, and to liaise with the Executive Director on any updates on NNLS protocols and risk assessment that might be required
- **Liaison with External Hirers:** to be the key point of contact for external hirers for all Covid-compliance related issues between sessions; to maintain regular contact with them to ensure their registers of attendees and all Covid relevant records are kept updated by them (as set out in the "Covid Protocol to be followed by all external hirers of NNLS" document - see Appendix 1)
- **Overseeing External Hirers' Covid compliance when running activities at NNLS:** either the Covid Compliance Manager themselves, another Covid-compliance trained member of the NNLS professional team, or a Covid-compliance trained volunteer must be in the building at any time when an external hirer is running activities at NNLS - to

ensure that all Covid protocols are being followed, and to provide any reasonable support that may be necessary linked to these Covid protocols

- **Liaison with Facilities Manager:** to agree monthly additional cleaning schedules required with NNLS's Facilities Manager, and to oversee this additional cleaning is implemented
- **Volunteer Recruitment and Training:** with support from NNLS's Community Development Director, to recruit and train a team of up to 8 volunteers who will form a rota of Covid-compliance volunteers present in the building when any external hirers are running activities to fulfil the overseeing role noted above when the Covid Compliance Manager themselves are not present
- **Liaison with Sternberg Centre site security:** to liaise, as required, with the OMNI site security on an ongoing basis
- **Liaison with the NNLS Director of Programming & Communications:** to liaise with the Director of Programming & Communications, as required in relation to any non-Covid issues that external hirers might raise with the Covid Compliance Manager or Covid Compliance Volunteers by virtue of them just being present during sessions

Person Specification:

Essential

- Some experience in overseeing risk management, albeit not necessarily Covid-specific
- Strong IT skills (including Word, Outlook and Excel)
- Excellent organisational skills
- Outstanding inter-personal skills, including a positive 'can-do' attitude, a patient and calm approach, and the ability to simultaneously be both assertive and charming when incidents of non-compliance might occur
- Some experience of volunteer management

Desirable

- Some familiarity with the Sternberg Centre site and with NNLS's building

Interested candidates are welcome to contact Claire Mandel to find out more about the position.

Applications to be submitted by CV and cover letter setting out clearly why you would be appropriate for this role to Claire Mandel at execdirector@nnls-masorti.org.uk by Wednesday 23rd September 2020.

Interviews will take place on Wednesday 30th September 2020.

[Click here to view Appendix 1](#)