

Job Description



Job title	Property Team Member - Painter
Hours	37h
Salary & scale	11-16 (£28,135 - £30,635)
Main purpose of the job	Working directly with the Property Team Manager, you will help maintain a high standard of maintenance and improvement works across HARP's properties. You will be a key part of the team that keeps our spaces safe, welcoming and well-presented for the people we support.
Reports to	Property Team Manager
Responsible for	N/A
Location	Across HARPS Property Portfolio

Main Responsibilities

Facilities Management

Support the delivery of facilities management services across all HARP sites — including emergency housing, transitional and short-term housing, The Bradbury Centre, charity shops and other fundraising projects.

Painting and Decorating

- Carry out a full range of painting and decorating works across HARP properties, including interior and exterior painting, surface preparation, filling, sanding, and specialist finishes where required.
- Ensure all painting and decorating is completed to a consistently high standard, reflecting the care HARP takes in its spaces.
- Plan and prepare work areas carefully, with particular consideration for people living in or accessing HARP properties during works.
- Advise the Property Team Manager on decorating requirements identified during routine maintenance visits.

- Maintain adequate stock of painting materials and flag replenishment needs in good time.

Building Maintenance

- Carry out building maintenance and improvement works as directed by the Property Team Manager, in line with your experience and qualifications.
- Complete all tasks within agreed timescales and not exceed agreed hours without prior consent.
- Ensure all work areas are kept clean, tidy and free from hazards at all times, and fully cleared at the end of each task.

Health and Safety

- Comply with and actively promote HARP's health and safety procedures at all times.
- Make proper and safe use of all plant, tools and products provided by HARP.
- Use all PPE as directed, keep it in good condition, and store it safely when not in use.
- Notify the Property Team Manager when PPE needs replacing before undertaking any task.
- Carry out all tasks in a safe and considerate manner, with particular care for anyone needing access to work areas.

General

- Provide a responsive and professional service to all those who use or visit HARP's sites.
- Represent HARP positively and professionally at all times.
- Carry out any other duties that are reasonable and in keeping with the level and grade of this role.

Person Specification

Knowledge and Skills

- Good general knowledge and understanding of buildings and associated facilities.
- Previous knowledge and experience within the painting and decorating trade.
- Ability to manage your own workload and schedule works as directed by the Property Team Manager.
- Commitment to delivering a high standard of work.

Qualifications and Experience

- Reasonable knowledge or experience of the building industry and property maintenance.
- Experience in painting and decorating.
- Reading and writing skills to a good standard.
- Willingness to undertake further training to develop your knowledge and effectiveness in the role.

Personal Attributes

- Valid UK driving licence.
- Able to work well as part of a team with a flexible approach.
- Committed to the values and ethos of HARP.

