



## About us

Renew East London (RenewEL) is a not-for-profit social enterprise with two streams of activity; Landscape Gardening and Cleaning services.

The first stream provides garden design, installation, maintenance, and management of gardens, primarily in East London, and at times further afield. The second stream is providing cleaning services for Guest Houses and Airbnb properties again primarily in East London.

RenewEL provides employment in the gardening and cleaning industry for homeless or former homeless individuals, those suffering with addiction, mental illness, ex-offenders and the long-term unemployed.

Our aim is to work with people on a short-term (3 month) and longer-term (2 year) basis, to give trainees purpose and belonging, as well as training appropriate to the fields that they're working in. Through the programme we aim to build the individuals confidence and skills, whilst helping them learn to be better at teamwork and give them a sense of purpose thus raising their self-esteem.

RenewEL is a Christian ethos organisation. It is Christ-centred. Values individuals. Is inclusive, valuing the role and contribution of everyone, and approaching everything with integrity. We recognise that only Jesus can transform lives and therefore we rely solely on him.

## The need

We are looking to appoint a **Cleaning Manager** to lead the day to day running of this side of the business, reporting into Rachel, our Founder and Creative Director. The selected candidate will also work closely with our newly appointed Office Manager, John, our Maintenance Manager, Liam and Darren our Site and Operations Managers.

Are you organised? Do you enjoy managing a team, scheduling a rota, pastoring individuals, and giving encouragement to others, driven by a desire to share Jesus with those around you? Do you have an eye for detail and enjoy ensuring that things are kept clean and tidy? Would you like to work in a small organisation, led by faith in Jesus with prayer and compassion at the heart of what we do?

If so, then RenewEL might be just the place for you!

(If you feel you would really enjoy working with us, but don't quite meet all the job description criteria please do get in touch with us anyway as we would be happy to train the right individual in the management and organisational part of the role if required.)

## The offer

- 13 hours per week, approx. 5 hours management, 5 hours cleaning and 3 hour discipleship,
- A salary of £8,000+ depending on experience,
- 28 days holiday pro rata,
- The opportunity to input and develop a small independant growing social enterprise.
- Flexible working hours.



## **The role: Cleaning Manager**

The roles and responsibilities of the cleaning manager will include:

### **Management & Administration responsibilities**

- To use cloudbeds online portal to prepare a rota for the coming month and update on a weekly basis to ensure workers are scheduled to clean the required properties.
- To liaise with clients to update them on the rota as and when necessary.
- To use the project management applications Asana and Slack to organise and manage the team with weekly rota's, advising when new products need to be purchased for each site.
- To collate the team's hours and send these by email to senior management and add onto Asana every Monday to enable payslips to be prepared weekly and invoices to go out monthly.
- To ensure RenewEL has a record of a media permission slips for each RenewEL worker.
- To send monthly updates to the marketing assistant for social media channels, and the website.
- To establish and grow a thriving cleaning team in RenewEL.
- To follow up new properties and clients as appropriate and establish if we have capacity to take these on and grow the team further when necessary.
- To train each team member in the cleaning role and ensure each team member knows the relevant cleaning activities at each project and settings of washing machines etc.

### **Cleaning**

- To ensure each property has the cleaning items needed to carry out the job, and if not ensure the relevant items are added to Asana to allow them to be ordered or let the client know of a larger need.
- To carry out cleaning when necessary 2-3 times per week, on average 5 hours cleaning (this may include occasional weekend work, however in an ideal scenario team members will cover these) and as the cleaning workstream grows the role will become more managerial and pastoral and less about actually cleaning.
- To organise the transport of laundry as needed from one property to another to ensure there is clean bedding at each property when required.



## **Sales and Marketing**

- To develop the website content for the cleaning stream of the business including photographs, text messages and video footage to share with senior management for use on all social channels.

## **General**

- To have cognisance of the RenewEL policies, work in accordance with them and input into their development.
- To be a positive influence in attitude, actions and words and provide encouragement to volunteers and team members.
- To use your initiative and advise when improvements and time saving practices can be implemented.
- To encourage volunteers and workers to pray, walk towards Jesus and share his love with those you work alongside.
- To be open and honest and able to communicate issues either at the workshop or site with the team to enable transparency between workers and the team; this will allow any issues to be recognised early and dealt with promptly.
- To be able to chat with clients and suppliers in a polite and kind manner.

## **To apply**

If you are interested in applying for the post please send your CV and a covering letter explaining why you would like the post to [Rachel@reneweastlondon.com](mailto:Rachel@reneweastlondon.com). We look forward to reading your application.

The application deadline has been extended to Midday Friday 14th October 2022.

## **Contact**

Please contact Rachel e-mail [Rachel@reneweastlondon.com](mailto:Rachel@reneweastlondon.com), telephone 07426 876 835 if you have any queries regarding the role.