

Facilities Manager

Job Description



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|-------------------------|-----------------------------------|
| Salary: | £33,433 - £35,473 per annum (FTE) |
| Contract: | Permanent, 0.8 contract |
| Location: | Bendrigg LA8 0NR |
| Responsible to: | Centre Director |
| Responsible for: | Facilities Team |

The Facilities Manager will be directly responsible to the Centre Director for the effective running of the Facilities Department, including the buildings, grounds, vehicles, IT infrastructure and Bendrigg's domestic and catering provision.

The post holder's key tasks will be as follows:

- To lead and motivate the Facilities Team to bring out the best in their skills and abilities.
- To carry out annual reviews with the facilities staff team.
- To run regular departmental meetings.
- To ensure the department's expenditure is kept within budget and funds are put to best use.
- To co-ordinate and attend the Facilities Committee meetings as required.
- To ensure that visitor needs are met on a day-to-day basis.
- To ensure that visitor feedback is reviewed and any areas for improvement relating to the facilities department are acted on.
- To organise and oversee regular internal and external training for staff to an agreed annual budget.
- To be responsible for ensuring organisational compliance with matters in the following areas;
 - a) Health and Safety at Work (specifically for facilities staff)
 - b) Water Safety
 - c) Food Hygiene
 - d) Control of Substances that are Hazardous to Health (COSHH)
 - e) Fire Safety
 - f) Environmental Management
 - g) Personal protective equipment (specifically for facilities staff)
 - h) Vehicles and drivers; to ensure compliance with current legislation
 - i) IT and telecommunications (with the support of Bendrigg's external IT provider)
- To carry out the risk assessments and to write operating procedures for these areas.
- To ensure that all necessary safety checks are completed and records are kept on file.
- To ensure that the facilities equipment is maintained to a good standard and replacements are kept within an agreed budget.
- To review and learn lessons from all incidents and near misses related to the facilities department.
- Support the Centre Director with the day-to-day operations and running of the Centre.
- To provide weekend/on-call cover in rotation with the Centre Director.
- To deputise for the Centre Director in their absence.
- To participate in internal and external training as appropriate to the role.
- To support the work of Bendrigg Trust, in performing other duties as required by the Centre Director.

Bendrigg

Relevant Dates

Closing date: Friday 12th July 2024 at Midday
Interview date: Thursday 18th July 2024
Anticipated start date: Monday 2nd September 2024 (or as soon as is mutually agreed)

How to Apply

Please submit your CV and a covering letter detailing how you fit the person specification to vacancies@bendrigg.org.uk A strong cover letter will include:

- why you want to work at Bendrigg and why this role appeals to you personally,
- highlights of your previous experience, knowledge, skills, and personal attributes that clearly and succinctly match the person specification.

To ensure we are able to read all applications fully, please keep your cover letter to no more than one side of A4.

For more information

We also welcome informal enquiries so please do contact our office if you have any questions.

All enquiries relating to this post should be made to:

Nick Liley – Centre Director

nick@bendrigg.org.uk 01539 723766

The logo for Bendrigg, featuring the name 'Bendrigg' in a dark green, cursive script font. A thick, dark green horizontal line is positioned below the text, starting from the left edge of the page and extending under the 'Bendrigg' text.

Person Specification

| Essential | Desirable/Useful |
|---|---|
| Can demonstrate a good understanding of property and/or estate management. | Have experience of property and/or estate management. |
| Can demonstrate excellent customer service. | |
| Can demonstrate a strong and effective people management style. | Hold qualifications in leadership and management. |
| Can demonstrate excellent communication skills. | |
| Can demonstrate the ability to both effectively lead and to work within a team. | |
| Be highly organised and able to organise others. | |
| Must be literate and numerate. | |
| Must be IT proficient. | Have experience of managing an IT and telecommunications infrastructure. |
| Can demonstrate good administration skills. | |
| | Experience of organising, planning and delivering training for teams |
| Can demonstrate skills in managing projects. | Hold project management qualifications |
| Can demonstrate a good understanding of health and safety. Able to undertake a relevant Health and Safety qualification (such as NEBOSH) | Have a good understanding of health and safety in areas such as Fire Safety, Water Management, COSHH, Food Safety, Driving. Hold a relevant Health and Safety qualification (such as NEBOSH) |
| Either hold a D1 minibus licence or be willing and able to undertake the test. | Able to drive minibuses with a trailer (i.e. D1 + E on license). Experience of using wheelchair accessible vehicles. Experience of managing a fleet of vehicles. |
| Have an empathy with the work of Bendrigg Trust and its client groups and a commitment to develop its work | |

Summary of the Terms of Employment

Normal working days/hours:

This role is a 0.8 contract (29 hours per week), which ideally would be worked across five days, or could be worked over four.

Normal working days are Mondays and Fridays with another two/three days as agreed. Normal hours of work will be 8.45am to 5pm.

The job requires flexibility including occasional weekend, evening and bank holiday working.

Salary:

Your salary on a 0.8 contract will be £26,746 - £28,378 (Starting salary dependent on qualifications and experience)

Salaries are paid monthly in arrears into a bank or building society account of your choice no later than the 28th day of each month. All salaries are reviewed annually with new salary levels coming into effect at the start of each year.

Holidays:

Your holiday entitlement on a 0.8 contract will be 24 days + 6.5 bank holidays per year.

Pension:

All employees will be auto enrolled onto the pension scheme whereby contributions of 5% from the employee are matched by 5% from Bendrigg Trust to be put into a personal pension plan for you. The Trust's contribution increases by ½% for every 5 years of service.

Training:

Appropriate internal and external training opportunities will be available.

Contract:

The successful candidate will receive a contract on or around their start date and will be subject to a 6-month probationary period.

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