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ROLE PROFILE  
FACILITIES MANAGER

**ROLE PROFILE**

## POST:

## Buildings & Facilities Manager

## SALARY:

£28,000 - £35,000

## LOCATION:

Warrington (Dallam Lane)

**REPORTING TO:**

Head of HR/ HR Manager

## CONTRACT:

Permanent: full-time, 40 hours per week

BENEFITS:

* 33 days holiday inclusive of Bank Holidays (rising with length of service)
* 3% contribution pension once threshold is met.

**WARRINGTON YOUTH ZONE**

Opened in Spring 2022, Warrington Youth Zone is dedicated to young people and makes a bold statement about the importance of giving young people high quality places to go in their leisure time. Open 7 days a week including school holidays, the Youth Zone’s purpose is to help young people grow to be happy, healthy and successful adults.

The state-of-the-art £7.05 million building provides young people with facilities that are second to none delivering over 20 sporting, artistic, cultural and general recreational activities each session. Offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers.

See more at <https://warringtonyouthzone.org/about-us/>

**THE ROLE**

The Buildings & Facilities Manager is responsible for keeping our members, staff and volunteers safe by managing and maintaining our Youth Zone effectively and efficiently.

The key purpose of the role is to ensure compliance and contractual obligations are met throughout, whilst maintaining an efficient and operational building.

The post holder will carry out and manage multi-disciplined activities including housekeeping, maintenance, general maintenance duties, security and health and safety. This is a varied role, and the ideal candidate will have proven experience of managing similar types of buildings, e.g. schools, college/university, sports or leisure centres or other large, multi-use/function buildings.

The normal hours of work are 40 per week, or those necessary to fulfil the requirements of the position. There will be a requirement to work outside the normal 9 to 5, Monday to Friday, working week, including frequent evenings and weekends. This will mean working flexibly across the week, to suit the needs of both the role and the individual**.**

**WHAT SUCCESS WILL LOOK LIKE**

* With the support of OnSide’s Network Facilities Manager, full operational management of the building
* Established high standards of presentation of the building through identification, reporting, monitoring and management of any defects in the building and arranging repairs
* Maintaining the suite of building & activity risk assessments.
* Management of all service contracts including the monitoring and servicing of equipment and ensuring Contractor’s responsibilities/tasks are completed within Service Level Agreements
* All services for future years are planned & procured

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| **KEY RESPONSIBILITIES** |
| * To establish systems carrying out and recording all necessary checks including; alarms, lighting, escape routes, security, building condition and equipment |
| * To identify, report, monitor and then manage any defects in the building and arranging for repairs within set budgets |
| * To produce and undertake a variety of building and activity related Risk Assessments |
| * To operate the water, electricity, and heating systems to specified standards ensuring conservation measures are taken |
| * To set up equipment and facilities for events in the Youth Zone to support youth work staff with their internal and external requirements |
| * To be responsible for the buildings entrance and other external areas, ensuring that there is always an excellent first impression of the Youth Zone |
| * To prepare rooms and areas for a range of uses, including setting out, removal and storage of furniture and equipment |
| * Be responsible for security procedures for the building, facilities, and grounds, i.e., security inspections, lock/unlock perimeters, activate/deactivate automated alarm equipment, and suspicious occurrences |
| * To open and close the premises as required |
| * To register as one of the Key Holders for the Youth Zone and be the first point of contact on a rota basis in an emergency callout situation and to check and secure the Youth Zone premises after callouts |
| * To respond to and reset the alarm, liaising with the alarm company and police as necessary |
| * To manage budgets as required |
| * To be available at unsocial hours or at weekends to deal with security problems, make emergency repairs or allow access to contractors |
| * To line manage the cleaning staff team and develop a robust cleaning schedule, as well as monitoring the cleanliness standards and assist in cleaning when required |
| * To be responsible for the ordering of cleaning equipment and supplies |
| * To communicate all facility issues to relevant staff in a clear and timely manner |
| * To be responsible for the ordering of cleaning equipment and supplies |
| * To immediately report any serious hazards to a member of the Senior Leadership Team |
| * To carry out any other reasonable duties as requested by the Senior Leadership Team |
| * To deliver training and induction to the team relating to the building, facility, health & safety alongside any other areas relevant to the role |
| * To comply with all policies and procedures, with reference to safeguarding, code of conduct, health and safety, and equality and diversity. |
| * To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using policies, procedures, and practice |

# PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

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| **SELECTION CRITERIA** | **REQUIREMENT** |
| **EXPERIENCE** |  |
| Extensive experience (minimum of 2 years) of caretaking or premises/buildings  maintenance and management in a similar environment | Essential |
| Experience of line managing staff and contractors | Essential |
| Experience of line managing staff and contractors | Essential |
| Experience of producing Risk Assessments | Essential |
| Experience of contract administration, working with external contractors and  consultants | Essential |
| Experience of establishing and managing PPMs | Essential |
| Experience of using building management systems | Desirable |
| Experience delivering relevant building training & induction to team members | Desirable |
| **SKILLS, KNOWLEDGE AND ATTRIBUTES** |  |
| Excellent people skills the ability to establish good professional relationships with young people and adults | Essential |
| Practical application of journey/plumbing/building/maintenance skills in a busy working environment | Essential |
| Ability to work on own initiative and as part of a team | Essential |
| Ability to plan, organise, monitor, evaluate and prioritise work | Essential |
| Ambitious and self-motivated | Essential |
| Ability to lead and motivate a team of staff to deliver results | Essential |
| Demonstrate a commitment to the goals and drivers behind the Youth Zone/OnSide | Essential |
| Able to work under pressure and manage multiple priorities | Essential |
| Basic ICT skills | Essential |
| Working knowledge of health, safety and environmental legislation within a  Facilities Management capacity | Essential |
| Working knowledge of fire safety regulations and COSHH | Essential |
| Ability to be non-judgemental, open-minded & commitment to fairness, equality and respect | Essential |
| Understanding of security systems | Essential |
| Able to work unsociable hours as per the needs of the post | Essential |
| A willingness to cover events, holidays and staff absence | Essential |
| DBS clearance and committed to Safeguarding children | Essential |
| **QUALIFICATIONS** |  |
| GCSE English and Maths or equivalent literacy and numeracy | Essential |
| NEBOSH, COSHH, IOSH or similar qualification | Desirable |
| First aid | Desirable |
| Evidence of ongoing professional development | Desirable |
| Enhanced DBS | Essential |

Please let us know of any reasonable adjustments we can make to assist you in your application or the selection process.

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