

# **Job Description**

## **Facilities Manager**

**Job Title:** Facilities Manager

**Department:** Newark & Sherwood

**Responsible to:** TBC

**Location:** YMCA Newark & Sherwood, Community & Activity Village, Lord Hawke Way, Newark, NG24 4FH

**Hours:** 37.5

**Salary:** £28,000 - £30,000 (dependent on experience)

### **Job Purpose**

- Work proactively with the Community Activity Village Operations Manager to maintain 100% business and operational continuity in line with YMCA Newark & Sherwood strategy across the Community Activity Village and surrounding business partners.
- Develop, plan, deploy and manage property and facilities maintenance plans and schedules, deploying suitable skilled personnel to ensure their effective implementation and timely delivery to agreed KPIs.
- Drive the YMCA Newark & Sherwood Quality Assurance Framework, focussing on Efficiency, Effectiveness & Economy.
- Develop, plan & implement through stakeholder communications our customer satisfaction strategy.
- To support the development of an organisational culture that puts our Christian Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do.

### **Principal Responsibilities**

1. Responsible for overseeing the management of the Building Maintenance Caretaker's, allocation & professional completion of tasks and necessary action plan for non-completion.
2. Manage the maintenance of the building by performing repairs or contracting maintenance services as needed.
3. Preventative Planned Maintenance (Statutory Building Inspections), ensuring that facilities meet compliance standards and government regulations.
4. Uplifts / Life Cycle (Planned Maintenance Programmes), Track building upkeep as well as anticipated long- and short-term improvements and maintenance.
5. Keep the surrounding grounds properly cared for and landscaped.
6. Leading on contract Management, sourcing and overseeing contracts and service providers.
7. Carry out Quality Assurance Inspection audits on both soft and hard service provisions and necessary action plan for non - conformity.
8. Manage all aspects of Health & Fire Safety for the Community Activity Village, including compliance with applicable safety regulations, implement suitable risk assessments and procedures for the department and ensure full adherence by staff.
9. Manage and liaise with internal teams and external contractors ensuring safe working practises.



10. Lead on Statutory Building Compliance, carrying out inspection & reporting across the Community Activity Village.
11. Conducting regular tiered quality audits and produce action plans on any non-conformances to cover Compliance Folders, Health & Fire Safety Folders, Fire Log Folders and Cleaning Audits.
12. Evaluate and provide necessary action plans on performance metrics, efficiency of services, customer strategy, effectiveness of services, financial data and economy of services
13. Be the lead in the access/supervision of approved works to the Community Activity Village
14. Quality Assure all works completed by external contractors within agreed timeframes and report accordingly.
15. Supply Chain / Contractor Management: To have access to all available accounts & preferred suppliers list for procurement of materials / services.
16. To be responsible for the budget control of all the team stock materials, equipment including Personal Protective Equipment (PPE), Clothing, Petty Cash, Fuel Cards etc.
17. To have expenditure authority on any transaction in accordance with YMCA Newark & Sherwood purchasing policy and provide budget forecasting the facility's upcoming needs and requirements.
18. Use best business practices to manage and reduce operation costs
19. Direct Line Management of members of the Facilities Team including staff Rota and scheduling of work, 121 meetings and Annual Performance Appraisal Reviews, Sickness absence, training and development and managing performance.
20. Internal negotiation skills to agree work schedules with YMCA Newark & Sherwood departments in a timely fashion.
21. Manage, review and update the Community Activity Village Out of Hours Escalation Process & Training.
22. Hands on approach to all maintenance tasks should the need arise

### **Responsibilities of all YMCA staff, casual workers and managers**

#### **1 Ambassador for the YMCA**



To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA's core values, mission, vision, and ethos and to positively and proactively protect the YMCA's reputation.

## **2 Other duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

## **3 Discretion to act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive Officer directly or through an appropriate manager.

## **4 Relationships and confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

## **5 Association ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

## **6 Health and Safety**

To adhere to the Association's Health and Safety policies.

### **Line Management Responsibility:**

No direct line management. The post holder will support temporary and agency workers, trainees and work experience placements as required.



**PERSON SPECIFICATION**

Please ensure that you address all the requirements marked with an “A” in the final column as we will be looking for this information when Shortlisting. Please note relevant qualifications will be checked at interview.

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Area	Criteria	How Assessed*
Experience	1.1 Facilities Management experience.	A, I
	1.2 Experience in supporting reactive, planned and life cycle management	A, I
	1.3 Experience of supporting Contractor Management	A, I
Knowledge	2.1 Good knowledge base of Health & Safety & compliance	A, I
	2.2 Knowledge of Asbestos Awareness (Desirable)	A
	2.3 Legionella Awareness trained (Desirable)	A
	2.4 Knowledge of Working at Heights	A, I, D
	2.5 Knowledge of Manual Handling	A, I
	2.6 First Aid Certificate (or willing to work towards) (Desirable)	A, D
Education/ Training / Qualifications	3.1 IWFM Level 4 award/certificate in Facility Management (essential)	A, I, D
	3.2 IOSH Managing Health & Safety (essential) or NEBOSH (desirable) qualified.	A, I, D
	3.3 Project Management Qualification (Prince 2 Foundation) (Desirable)	A, I, D



	3.3 Recognised membership to IWFM/IOSH/	A, I, D
	3.4 Prefabricated Access Suppliers' and Manufacturers' Association (PASMA) (Desirable)	A, D
Skills & Abilities	4.1 Good communication & motivational skills.	A, I
	4.2 Ability to work part of a team.	A, I
	4.3 Ability to lead and motivate a team	A, I
	4.4 Ability to coordinate contractors in delivering projects to a satisfactory completion and on programme.	A, I
	4.5 Ability to communicate a wide range of standard information, both written and in a style appropriate to the audience.	A, I
	4.6 Ability to manage and supervise contractors on day-to-day activities and manage/assess job priorities.	A, I
	4.7 Strong communicator with the ability to influence and implement change at all levels and work effectively cross-functionally.	A, I
Other work related requirements	5.1 Hold a UK driving licence with access to your own vehicle.	A, I
	5.2 Ability to support the Christian core values of the Association	A
	5.3 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service <u>OR</u> hold a satisfactory enhanced DBS check for the correct workforce <u>plus</u> existing registration for the DBS Update Service	D
	5.4 Ability to understand the needs of people from diverse cultural, social and racial backgrounds	A, I
	5.5 Willingness to be on call in an advisory and supporting function (Essential)	A, I

\*When Assessed – (A) on Application form, (I) At Interview, (T) During Test, (D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc



YMCA Newark & Sherwood is committed to promoting diversity and practicing equality of opportunity

YMCA Newark & Sherwood is committed to the protection of children and adults at risk

