



## JOB DESCRIPTION

Job title	Facilities Manager
Accountable to:	Chief Executive
Accountable for:	Facilities Assistants
Main Location:	Cotton Hall

### About Save the Family

Save the Family is a charity based in Cheshire. We provide a safe community environment combined with tailored mentoring to homeless and vulnerable families. The help offered includes access to training, employment support and issue led support enabling families to get back on their feet and move forward with confidence.

### Safeguarding

Save the Family requires all of its employees to abide by its policies on safeguarding and promoting the welfare of vulnerable children and adults. An Enhanced Disclosure and Barring Services (DBS) (Previously known as CRB) check is required with this post. As well as this position being subject to a satisfactory enhanced disclosure, this job offer will also be subject to a minimum of two satisfactory references.

### Values and Attitude

The success of Save the Family has spanned over 40 years. We value our people and take great pride in our core values that are embedded through everything we do to CREATE a positive future.



Compassion



Respect



Empowerment



Aspiration



Trust



Excellence

All Save the Family employees are expected to demonstrate the Charity's values by working positively as part of a team delivering vital high-quality services to clients to create a culture where all are valued and encouraged. In return, Save the Family will offer you support, training and development and the best resources that we are able to provide to help you give your best in your work with us.



## **The Role**

We recognise that the role of Facilities Manager is critical for this organisation. Reporting directly to the Chief Executive you will be responsible for the oversight of Health and Safety and Facilities Management at our site which is located outside of Chester. Your responsibilities include ensuring that we have an efficient, quality led responsive repairs service and also the management of a planned and cyclical programme of work. You will carry out repairs and minor works based upon your skills and experience. We prioritise Safeguarding in everything we do and your role in this is critical. You will ensure that we are health and safety compliant, and you will collaborate with staff and colleagues to ensure we provide the absolute best service to our residents. Supported by a small facilities Team and with the use of external contractors you will ensure the smooth running of this critical function.

## **How you will make an impact**

To deliver a high-quality facilities, health and safety and site management service for Save the Family. Supervise the work of the facilities team and carry out repairs and maintenance tasks.

## **Principal Accountabilities:**

1. Delivery of an efficient and effective facilities management service at all STF properties.
2. Compile and ensure the delivery of a planned and cyclical maintenance programme in order that high standards are maintained.
3. Develop and maintain a reactive repairs service that includes standard timeframes and quality standards
4. Be responsible for ensuring that STF is compliant in all aspects of Health and Safety and contribute to the organisations risk management protocols.
5. Ensure the timely turnaround of all void properties
6. Manage relationships with suppliers as appropriate ensuring both quality and value are achieved.
7. Ensure the effective management of all essential services including, electric, gas, water, and waste management.
8. Lead and manage initiatives and projects to enhance operational and cost efficiency.
9. Ensure the security of premises and recommend provision and procedures accordingly.
10. Carry out repairs and maintenance jobs to a high standard.
11. Put in place and manage an out of hours on call arrangement for emergency repairs and maintenance issues.
12. Ensure that all facilities management activities are conducted in an environmentally sustainable way, and to identify improvements through new sustainability initiatives.



## General requirements

- Conduct your role in an effective and appropriate manner which meets the requirements of Save the Family in accordance with the *culture, values, aims and objectives* of the charity as detailed in our policy framework and the Code of Conduct for Employees.
- Seek to continuously improve in order that the Charity delivers the best possible service to residents.
- *Positively contribute to the Save the Family team working environment* and participate in regular internal/external meetings as well as in any training required.
- Act as a positive ambassador for the Charity at all times
- Attend Save the Family Events in support of raising the profile and much needed funds
- Undertake any other duties that may be required from time to time
- Appreciate that there may be a requirement to lone work, due to the nature of the service
- This appointment is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and references.

**NB: This Job Description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Charity may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Charity's service, provided that such changes are appropriate to the employee's remuneration and status.**

**I confirm that I have read and agree to perform the duties and responsibilities contained in this job description.**

Name (Please print): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**PERSON SPECIFICATION**

<b>Post:</b> Facilities Manager		
<b>CRITERIA</b>	<b>ESSENTIAL /DESIRABLE</b>	<b>METHOD of IDENTIFICATION</b>
<b>Qualifications:</b> Trades background	Essential	Application Form
H&S Qualification (IOSH, NEBOSH or similar)	Desirable	Application Form
Fire risk assessment trained	Desirable	Application Form
<b>Proven Experience:</b>		
Experience of working within a similar environment/role	Essential	Application Form/Interview
Working knowledge of Health and Safety Practice	Essential	Application Form/Interview
Experience of carrying out repairs and maintenance tasks	Essential	Application Form/Interview
Experience of putting together and implementing planned repairs and maintenance programmes	Desirable	Application Form/Interview
Computer literate and used to working with Microsoft Office/Excel	Essential	Application Form/Interview
<b>Knowledge, skills, and abilities:</b>		
Effective communication skills at all levels	Essential	Interview
Excellent organisational skills and ability to prioritise multiple tasks	Essential	Interview
Project Management	Desirable	Application form/ interview
Supervisory skills	Essential	Application Form/Interview
Full driving licence (must have a licence to drive a manual vehicle)	Essential	
Clean driving licence	Essential	Application Form/Interview
Knowledge and understanding of Adult and child safeguarding	Desirable	Application Form/Interview
<b>Other Attributes:</b>		
Ability to work as part of a team or as a lone worker	Essential	Application Form/Interview
Confidential, tactful, and diplomatic	Essential	Interview



# **Save the Family**

*Keeping Families Together*