

JOB DESCRIPTION

Job Title:	Facilities Manager
Responsible to:	Head of Central Services (HOCS)
Salary:	£40,000 - £45,000
Hours:	35 hours per week
Office base:	YMCA Sports and Community Centre, Redhill RH1 6JJ
Responsible for:	The team of Maintenance Technicians (x3) Facilities Administration Assistant
Job Purpose:	To manage the facilities and services that support the core functions of YMCA East Surrey (YMCAES), including maintenance across multiple sites. To be the competent person to oversee all health and safety matters across the organisation.
Main Responsibilities:	<ul style="list-style-type: none"> ▶ To provide facilities management to all YMCAES sites across East Surrey. This includes 5 housing schemes and one sports and community centre all owned by the YMCAES together with six family and youth centres that the YMCA lease from local authorities. ▶ To manage a team of three maintenance technicians (full and part time), and facilities administration assistant and to be responsible for their training and professional development ▶ To be the Health and Safety Officer for YMCAES to ensure that the organisation complies with all current legislation and to encourage good practice throughout the YMCAES. ▶ To be responsible for ensuring all risk assessments are up to date and accurate: <ul style="list-style-type: none"> ➢ to carry out regular building risk assessments ➢ where necessary support and advise staff in completion of risk assessments ➢ to ensure fire risk assessments are carried out in accordance with legislation and good practice. ▶ To be responsible for the maintenance of YMCA buildings and sites. Including preparation of cyclical maintenance plans and to arrange and supervise necessary major works to be scheduled and safely carried out in accordance with the project plans. ▶ To be responsible for managing the online maintenance system (Pyramid) ensuring accurate recording and reporting of: <ul style="list-style-type: none"> ➢ daily reactive maintenance tasks ➢ planned and cyclical maintenance tasks ➢ all regulatory building compliance requirements. ▶ To manage YMCAES building contracts and to comply with the Accepting Contracts and Procurement policies and procedures.

(Name of job title, date document written)

	<ul style="list-style-type: none">▶ To be responsible for the compilation and upkeep of the preferred provider list of contractors.▶ To put in place and manage a call out system for managers to respond to any emergencies relating to buildings.▶ To be responsible for all ground maintenance including management of a ground maintenance worker and/or external contracts.▶ To maintain the fleet of vehicles owned by YMCAES, including insurance, tax, MOT, fuel and maintenance.▶ To support HOCS for responsibility of all insurances required by the YMCAES. Ensuring compliance with legislation and efficiencies and effectiveness of all policies. Also, to ensure that necessary inspections and certification of lifts and other equipment are carried out as per requirements of insurers and current legislation.▶ To provide the CEO and Head of Housing with advice and guidance around technical and regulatory requirements on YMCA property developments and acquisitions of new buildings.▶ To work with the HOCS to prepare a budget for central costs (buildings and vehicles) and to manage this budget through the year.▶ To prepare and present a report to the quarterly Governance and Risk Committee which has a remit for overseeing the organisational risk management framework, incident reporting and regulatory compliance.▶ Any other duties are required to be performed within the grade and remuneration of the role.▶ We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. This role will require an enhanced DBS disclosure (with barred children/vulnerable adults). We require you to understand and demonstrate this commitment and attend any required training
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PERSON SPECIFICATION: Facilities Manager

		Essential	Desirable	How measured (application, assessment, interview)
Qualifications, Education & Training:	Health and Safety Qualifications (e.g. IOSH (level 3), NEBOSH)	X		Application and certificates
	Comprehensive understanding of current health and safety legislation, guidance and best practice	X		Application/Interview
	Good level of general education to at least A Level standard or equivalent	X		Application and certificates
	A degree in facilities management or other relevant area		X	Application and certificates
	Membership of British Institute of Facilities Management		X	Application and certificates
Experience	At least three years of people management experience including the ability to effectively lead and motivate a diverse team	X		Application/Interview
Abilities, skills and attitude	Ability to prepare and present reports to CEO/Board level	X		Application/Interview
	Exceptional attention to detail	X		Application/Interview
	Excellent planning and organisation skills with the ability to meet deadlines	X		Application/Interview
	Flexible and adaptable with an ability to adapt appropriately within various situations.	X		Application/Interview
	Co-operative and supportive team player, capable of motivating others and resolving solutions as part of a team.	X		Application/Interview
	Ability to work autonomously, be self-motivated and self-directing. Capable of working with the minimum supervision in terms of meetings, standards and timescales	X		Application/Interview
	Excellent verbal and written communication skills and capable of building strong working relationships with external suppliers and senior managers	X		Application/Interview
	Proficient in the use of MS Office 365 applications, email and the Internet	X		Application/Interview
	Full valid UK driving licence	X		Application/Interview
Other requirements	Subject to a satisfactory Enhanced (with Barring) DBS disclosure.	X		Application, DBS disclosure
	Commitment to the values, aims and mission of YMCA East Surrey.	X		Application/Interview
	Understanding and commitment to equality, diversity and inclusion for	X		Application/Interview

(Name of job title, date document written)

	staff, services users and stakeholders.			
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