

## Head of Facilities

### JOB DESCRIPTION

<b>Job title</b>	Head of Facilities
<b>Location</b>	Swindon, and its local sites.
<b>Department</b>	Property
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Property Director
<b>Application deadline</b>	5pm on 7th February 2025
<b>Vacancy reference</b>	HF01
<b>Additional information</b>	This post is subject to a probationary period of 6 months

Barnabas International is a large family of Christian ministries and charities focused on giving practical support to suffering, abandoned and persecuted Christians around the world. The ministry was founded in 1993, and since then, it has funded projects in more than 100 countries, providing hope and help to millions of our brothers and sisters in Christ. Some of our key projects include supplying food aid, medical supplies, educational and vocational training, Bibles, micro-enterprise, disaster relief, help for victims of violence, and support for pastors and church leaders. Barnabas Aid also provides advocacy for religious freedom, especially for persecuted and suffering Christians.

Barnabas is primarily a Christian ministry and a charity. Employees are expected to subscribe to the Vision, Mission, Value and Statement of Faith, and their work may be viewed as being vocational.

### Overview of the Facilities Management role and the team

We are searching for a qualified Facilities Manager to work alongside maintenance, domestic services, and grounds staff to ensure our buildings and grounds are well maintained, compliant, clean, and safe. The Facilities Manager oversees all aspects of building functions and is responsible for the safety and functionality of all facilities. Duties include running routine safety inspections, corresponding with service contractors, planning maintenance and regulatory compliance work, maintaining records, and supervising facilities staff. Our ideal candidate is well-versed in facilities management processes and exhibits high multitasking and organizational abilities.

## **Main duties and responsibilities**

- Manage building maintenance, cleaning, and regulatory compliance works
- Keep records and organise work / maintenance schedules resulting from compliance reports, such as Surveyor reports, FRA, HVAC, electrical safety and testing, utilities and lift servicing etc.
- Assessing and organising work schedules, advising where internal staffing and/or external contractor input would be required, initiating, negotiating costs and supervising works necessary to complete tasks within a timely manner.
- Delegate cleaning and maintenance responsibilities to team members and monitor quality control.
- Manage and keep up to date the FM software system.
- Manage service agreements and contracts, oversee compliance and quality control.
- Manage Insurance contracts.
- Consult with Property Director and Finance team for budgetary control, record keeping and annual assessment.
- Lead, mentor, and manage the wider Facilities team providing regular feedback and performance evaluations.
- Provide day-to-day management and support to the wider Facilities team
- Foster a positive and collaborative working environment.
- Address any performance issues in a timely and constructive manner.

## **Other duties**

The above is not an exhaustive list of duties. From time to time, the employee may be asked or required to conduct other additional tasks, or duties, over and above their usual day to day activities where their skills and experience will assist decision making across the Ministry. Employees are expected to work collaboratively to support the overall work of Barnabas Aid.

## **Knowledge, Skills, and Experience**

### **Essential**

You will demonstrate compelling evidence in the following areas:

- Experience planning and maintaining facility budgets.
- Excellent verbal and written communication skills
- Team leadership experience
- Contract handling experience.
- Strong attention to detail
- Experience in the use of IT Facilities Management packages

### Desirable

- Certified Facility Manager (CFM) credential, or equivalent
- Relevant experience gained in a comparable role in a similar environment.
- First Aid certificate

### **Person specification (qualities)**

- A person with confidence, honesty, and integrity to inspire teamwork and reliability in the workplace.
- Leadership skills
- Personal resilience and adaptability
- Discretion and sensitivity with understanding of issues of confidentiality
- A flexible approach to work, with a cooperative and collaborative attitude, ensuring excellent standards of service are always maintained.

From time to time, additional training, including safeguarding training, may be required.

The offer of employment will be subject to the appropriate pre-employment checks such as references, qualifications, DBS criminal record checks, and eligibility to work in the UK.

### **Equality of opportunity**

Barnabas Aid is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and its appropriate salary level. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, sex, or sexual orientation.

However, there is an occupational requirement for applicants to be practising Christians, who are engaged in their local church, in order to be able to carry out our roles.

Barnabas Aid provides our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work collectively and individually. Join us and you will find a friendly and vibrant workplace with a positive outlook on the future.