

Head of Facilities

JOB DESCRIPTION

Job title	Head of Facilities
Location	Swindon, and its local sites.
Department	Property
Contract type	Permanent
Responsible to	Property Director
Application deadline	5pm on 7th February 2025
Vacancy reference	HF01
Additional information	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. 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.

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.

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.