

ROLE PROFILE

JOB TITLE:	Facilities Manager	SALARY:	£28,000
REPORTING TO:	Head of Business Administration	HOLIDAYS:	33 days including bank holidays
LOCATION:	Wolverhampton Youth Zone School Street Wolverhampton WV3 0NR	HOURS:	40 hours per week flexible (including early mornings, evenings & weekends)

THE PERSON: The Facilities Manager plays a crucial role at Wolverhampton Youth Zone as they keep our members, staff and volunteers safe by managing and maintaining the Youth Zone building effectively and efficiently. They will ensure the Charity is compliant with health and safety regulations including building, equipment, services, and related contracts, as well as carrying out general maintenance and managing Wolverhampton Youth Zone's Cleaning team, ensuring that the building is upheld to the highest of standards and accessible for all young people.

KEY RELATIONSHIPS: Chief Executive, Head of Business Administration, Head of Youth Work, Head of Fundraising, Wolverhampton Youth Zone Team, stakeholders, and young people



JOB PURPOSE:

Wolverhampton Youth Zone's Facilities Manager is responsible for keeping our members, staff and volunteers safe by managing and maintaining our fantastic Youth Zone effectively and efficiently. The key purpose of the role is to ensure compliance and contractual obligations are met throughout, whilst maintaining an efficient and operational building. The post holder will carry out and manage multi-disciplined activities including housekeeping, maintenance, general maintenance duties, security and health and safety. This is a varied role and the ideal candidate will have proven experience of managing similar types of buildings, e.g. schools, college/university, sports or leisure centres or other large, multi-use/function buildings.

Our state-of-the-art building provides young people with a range of activities, giving young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. Facilities include a 3G pitch, climbing wall, gym, sports hall and recreation area, and dance, arts, music and media suites. The Facilities Manager plays a critical role in our mission to provide young people with affordable access to fun and inspiring opportunities, all designed to help them lead active, positive lives and raise aspirations.

CONTEXT OF THE POST:

This is an exciting and unique opportunity to join a passionate team and play a critical part in shaping opportunities for Wolverhampton young people and supporting a grass roots, committed, universal youth service.

Wolverhampton, like all OnSide Youth Zones, exists to give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. To access a Youth Zone, young people aged 8 – 18 (24 with additional needs) simply pay 50p per visit and £5 per year membership.

DUTIES AND RESPONSIBILITIES – DETAILED

- To be responsible for the general maintenance of the premises including heating, lighting, plumbing and security systems.
- To carry out minor repairs, maintenance and installation work such as joinery and plumbing and appropriate painting and re-decorating across the Youth Zone when required
- To carry out a variety of statutory and non-statutory periodic checks and inspections and maintaining accurate and up-to-date supporting records.
- To be responsible for all service contracts including the monitoring and servicing of equipment and ensuring Contractor's responsibilities/tasks are completed within the Service Level Agreement and appropriately documented
- To undertake reactive and planned maintenance, repair and renewal tasks, as well as monitoring of and accompanying Contractors when dealing with their assigned tasks
- To establish systems carrying out and recording all necessary checks including alarms, lighting, escape routes, security, building condition and equipment
- To identify, report, monitor and then manage any defects in the building and arranging for repairs within set budgets
- To produce and undertake a variety of building and activity related Risk Assessments
- To operate the water, electricity, and heating systems to specified standards ensuring conservation measures are taken
- To set up equipment and facilities for events in the Youth Zone to support youth work staff with their internal and external requirements
- To be responsible for the buildings entrance and other external areas, ensuring that there is always an excellent first impression of the Youth Zone
- To prepare rooms and areas for a range of uses, including setting out, removal and storage of furniture and equipment
- Be responsible for security procedures for the building, facilities, and grounds, i.e., security inspections, lock/unlock perimeters, activate/deactivate automated alarm equipment, and suspicious occurrences
- To open and close the premises as required
- To register as one of the Key Holders for the Youth Zone and be the first point of contact on a rota basis in an emergency callout situation and to check and secure the Youth Zone premises after callouts
- To respond to and reset the alarm, liaising with the alarm company and police as necessary
- To be available at unsocial hours or at weekends to deal with security problems, make emergency repairs or allow access to contractors
- To line manage the cleaning staff team and develop a robust cleaning schedule, as well as monitoring the cleanliness standards and assist in cleaning when required
- To be responsible for the ordering of cleaning equipment and supplies
- To communicate all facility issues to relevant staff in a clear and timely manner
- To immediately report any serious hazards to a member of management
- To carry out any other reasonable duties as requested by management

DUTIES AND RESPONSIBILITIES - GENERAL

- Be a role model for young people and present a positive "can do" attitude.
- Take personal responsibility for own actions.
- Commit to a culture of continuous improvement.
- Work within the performance framework of Wolverhampton Youth Zone and OnSide.
- Represent Wolverhampton Youth Zone positively and effectively in all dealings with internal colleagues, and external partners.
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the Designated Safeguarding Leads using the safeguarding policies, procedures and practice (training to be provided).
- To assist with any promotional activities and visits that take place at the Youth Zone.

- To adhere to Wolverhampton Youth Zone policies at all times, with particular reference to Health and Safety, Safeguarding and Equal Opportunities

PERSON SPECIFICATION

Selection Criteria* A = Application Form I = Interview T = Test/Personality Profile	Essential or Desirable	Method of Assessment
Experience		
Experience of caretaking or premises/buildings maintenance and management	Essential	A & I
Experience of line managing staff and contractors	Essential	A & I
Experience of producing Risk Assessments	Essential	A & I
Experience of contract administration, working with external contractors and consultants	Essential	A & I
Experience of establishing and managing PPMs	Essential	A & I
Building management systems	Desirable	A & I
Qualifications		
GCSE English and Maths or equivalent literacy and numeracy	Essential	A
NEBOSH, COSHH, IOSH or similar qualification	Desirable	A & I
First aid	Desirable	A & I
Skills		
Excellent people skills the ability to establish good professional relationships with young people and adults	Essential	A & I
Practical application of journey/plumbing/building/maintenance skills in a busy working environment	Essential	A & I
Ability to work on own initiative and as part of a team	Essential	A & I
Ability to lead and motivate a team of staff to deliver results	Essential	A & I
Able to work under pressure and manage multiple priorities	Essential	A & I
Basic ICT skills	Essential	A & I
Knowledge		
Working knowledge of health, safety and environmental legislation within a Facilities Management capacity	Essential	A & I
Working knowledge of fire safety regulations and COSHH	Essential	A & I
Understanding of security systems	Essential	A & I
Special Requirements		
Able to work unsociable hours as per the needs of the post	Essential	I
A willingness to cover events, holidays and staff absence	Essential	I
DBS clearance and committed to Safeguarding	Essential	A & I

*Selection criteria for guidance only, alternative methods may be used to assist the selection process

Wolverhampton Youth Zone is committed to the safeguarding of young people. In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.

The strength of OnSide Youth Zones comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.

For information regarding how Wolverhampton Youth Zone and OnSide Youth Zones process your data, please visit www.onsideyouthzones.org/applicant-privacy/