

## Facilities Manager

### Overall purpose of the post

- Responsible for the set up and management of a multi-use commercial property, including security, health and safety, maintenance, and other services. Ensuring the needs of the organisation, employees and visitors are met.

### Accountability

The post holder will be accountable to the Senior Leadership team of Ipswich Community Media

### What does success look like:

- Preparing the property for occupation e.g. utilities
- Project managing office move into new premises
- Ensuring the building and tenants meet health and safety requirements and that facilities comply with legislation
- Project managing, supervising and coordinating the work of contractors
- Calculating and comparing costs for required goods or services to achieve maximum value for money
- Coordinating and planning essential services such as reception, security, maintenance, mail, cleaning, waste disposal and recycling
- Managing commercial tenants including rent collection and ensuring continued occupation
- Managing property renovations and refurbishments
- Ensuring risk assessments are in place for the continued safety of employees, visitors and tenants.
- Responding appropriately to emergencies or urgent issues as they arise and resolving
- Managing the maintenance of the building by performing repairs or contracting maintenance services as needed
- Tracking building upkeep as well as anticipated long- and short-term improvements and maintenance
- Creating and managing budget for various facility needs and expenses
- Ensuring the security of the building by researching and implementing various security measures, such as surveillance cameras or security staff members
- Supporting the development of an income generation plan for the premises
- Transforming the property into a leading example of energy efficiency and sustainability
- Playing a pivotal role in creating an engaging, welcoming community space

The above is not an exhaustive list of duties, but a guide to key tasks and responsibilities. The post holder may be asked to take on other duties from time to time by agreement with their manager.

### Relevant Experience we're looking for:

- Proven procurement and negotiation skills
- Ability to network and build relationships with commercial partners, tenants and suppliers
- Can manage projects within set timescales and budgets
- Computer literate e.g. word processing, spreadsheets and google drives
- Proven teamwork skills and the ability to lead and motivate others
- Ability to draw information from various sources, including people

- Clear and concise writing skills and the ability to interpret long and complex documents

**Key behaviours:**

- Can represent the organisation in a positive way to commercial partners and stakeholders
- Ability to self-motivate, multi-task and work under pressure
- Ability to work as part of a team and on own initiative
- Ability to be resourceful, proactive and problem-solve when issues arise
- Practical, flexible and innovative approach to work
- Open minded – able to relate to people from all walks of life
- Passion for supporting the local community
- Commitment to equal opportunity and racial justice

**Desirable criteria:**

- Experience and knowledge of Environmental Efficiency and Sustainability
- Experience of the charity/third sector

We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender or disability. As part of our commitment to racial justice we particularly welcome applications from Black, Asian and Minority Ethnic candidates.

**Place of work:** Westgate House, Museum Street, Ipswich, IP1 1HQ

**Hours:** Part-time, fixed 6 month contract – 3 days p/w

**Rate:** £17,600 pro rata for 3 days p/w

**To apply:** Please send your CV and covering letter outlining why you are suitable for the role to [hello@ipswichcm.org.uk](mailto:hello@ipswichcm.org.uk)

**Application deadline:** 9am Monday 19th February

**Interviews:** w/c 26th February