

JOB DESCRIPTION

JOB TITLE:	Facilities Manager	DEPARTMENT	Facilities
REPORTS TO:	General Manager	SALARY:	£30,000
PLACE OF WORK:	Oak Tree Farm, Wetheral	REVIEW DATE	August 2023

• PURPOSE OF THE JOB

To plan, manage and oversee the maintenance of the buildings, grounds, facilities and other assets of Oak Tree Animal's Charity. A varied and hands-on role, you will undertake small maintenance and repair tasks wherever possible (such as plumbing, welding, fencing, painting and so on), identify and utilize contractors effectively and manage all associated contracts and administration within relevant budget constraints.

You will manage a small and friendly facilities team comprising one staff member and volunteers. You will also plan and lead the practical element of corporate volunteer days where Facilities work is being undertaken.

You will be responsible for the DEFRA Payment Schemes and Environmental Stewardship Agreements for the farm and ensure all paddock and field maintenance complies with the requirements of these schemes. You will be responsible for overseeing day-to-day health and safety practices across the Charity and maintaining the charity's vehicle fleet.

You must be committed to maximizing the effectiveness and reputation of the Charity through highly professional standards of conduct, team-working and customer service at all times and be proactively supportive of colleagues at all levels of the Charity.

• MAIN DUTIES

- You will plan, manage, and undertake maintenance tasks to ensure the smooth operation of the Centre.
- You will liaise with and manage contractors, staff, and volunteers as necessary.
- You will line manage the Facilities Team
- You will ensure all grounds, facilities and equipment are well-maintained.
- You will liaise with DEFRA and RPA managing the Payment Schemes, Grants and Environmental Stewardship requirements.

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- You will provide day-to-day leadership regarding Health and Safety practices across the charity, assisting teams with risk assessments, managing and developing H&S policy and carrying out internal audits.
- Manage Utilities and Waste contracts.
- Provide staff inductions and manage keyholders.
- You will provide an exceptional level of customer service to all members of the public that engage with the Charity in whatever context, being polite, positive, friendly and informative at all times.
- Prepare and manage the Facilities Budget and support fundraising teams in grant application planning and implantation.
- You will ensure and maintain accurate paper and electronic records are kept.
- Provide Out of Hours point of contact for site issue and alarms.
- You will ensure compliance with all policies, procedures, statutory obligations and best practice.
- You will contribute proactively to the development and improvement of policies, practices, methods, and standards at the Charity.
- You will encourage, support and participate proactively in fundraising, promotion and community engagement activities, in particular raising awareness of the importance of donation and regular giving to visitors.
- You will undertake such other duties as may be reasonably required.
- **HOURS OF WORK**
 - 40 hours per week (flexible working)
 - 28 days leave per year (including statutory holidays)

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Person Specification: Facilities Manager

Essential Criteria	Recruitment Assessment Area
1. Up-to-date qualification in a Trade (eg. Building, Electrician, Plumbing)	<ul style="list-style-type: none"> • Application • Interview
2. At least 1 year experience of estate / facilities management	<ul style="list-style-type: none"> • Application • Interview
3. Good communication skills	<ul style="list-style-type: none"> • Application • Interview
4. Excellent organisational and planning skills	<ul style="list-style-type: none"> • Application • Interview
5. Ability to work flexibly, pragmatically, autonomously and under pressure	<ul style="list-style-type: none"> • Application • Interview
6. Budget and People Management experience	<ul style="list-style-type: none"> • Application • Interview
7. Experience or willingness to learn tractor operation, plant operation and towing (horsebox)	<ul style="list-style-type: none"> • Application • Interview
8. Experience of undertaking administration duties and cash handling	<ul style="list-style-type: none"> • Application • Interview
9. IT literate especially with Microsoft Word and Excel	<ul style="list-style-type: none"> • Application
10. Clean UK Manual Driving Licence	<ul style="list-style-type: none"> • Application
Desirable Criteria	
1. First Aid Qualification	<ul style="list-style-type: none"> • Application
2. Experience of working with Microsoft Teams and Sharepoint	<ul style="list-style-type: none"> • Application
3. Confidence when driving a range of vehicles	<ul style="list-style-type: none"> • Application
4. Experience of working with volunteers	<ul style="list-style-type: none"> • Application • Interview

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To apply for this role, please download an application form from our website at www.oaktreeanimals.org.uk

Please email completed forms to HR@oaktreeanimals.org.uk

All applications should include a covering letter and be returned to Oak Tree Animals' Charity