



Facilities Manager

Hastings Commons Neighbourhood Ventures (HCNV or 'Ventures')

£28,080 pa:	Full time (35 hours/week)
Holiday:	31 days holiday inclusive of bank holidays (+1 day per year of service)
Based in:	Observer Building, Cambridge Road, Hastings TN34 1DT
Reports to:	General Manager

Hastings Commons is an ambitious approach to holistic community-led regeneration. We engage with people to build the power to make change, tackling dereliction and waste by taking spaces into use for community benefit as homes, workspace, and inclusive leisure. In these environments people are able to enhance their lives through learning, enterprise and better wellbeing, and to shape their place, physically, economically, socially and culturally.

Purpose of the role

The Facilities Manager will play a key role managing the repairs and renewals and associated facilities across all steady state buildings as well as managing the office and ensuring the team has the equipment it needs.

Tasks & Responsibilities

- Manage the repairs and renewals of steady state buildings.
- Manage the repairs service desk and escalate to most appropriate person.
- Proactively identify maintenance issues by doing regular walk rounds.
- Manage the office, including IT and office related supplies.
- Manage contractor and service visits across all of our buildings.
- Manage the ordering of spares, repairs and janitorial supplies for the Caretakers.
- Manage the inventory of spares and asset registers.
- Help to organise and support events to celebrate our work.
- Manage the facilities requirements for our Events business.
- Keep the Customer Relationship Management system up to date and promote its use.
- Be responsible for weekly fire alarm testing and regulation checks.
- Manage small work contracts, including procurement of contractors and/or materials.
- Undertake any other duties commensurate with the post that could be reasonably required, including a range of support to contribute to the team in managing its wider workloads.
- Maintain relationships with suppliers.

Person Specification

We are looking for the following skills, experience and aptitude.

Experience

- At least 12 months experience of providing high quality Facilities management in small to medium sized organisations.
- A proven track record of working in a busy fast-paced environment with pressure and uncertainty while still enjoying the role with minimum supervision.
- Strong experience of compliance adherence, contract management and administration of service contracts.

Desirable experience

- At least 12 months experience working in property management or on building development projects

Knowledge / Skills / Qualities

- Excellent knowledge of Microsoft Office applications e.g. Word, Excel, Outlook, PowerPoint.
- Ability to organise and collate information from different sources in a logical, structured manner.
- Highly organised with excellent attention to detail.
- Resilient, personable, friendly but firm, with strong communication skills.
- Capable of building effective relationships within the team, keen to assist others to achieve shared goals.
- Able to deal with sensitive and contentious issues in an appropriate manner.
- Plantroom/boiler functioning knowledge essential.
- Good knowledge of budgeting and resource allocation procedures.
- Problem solving skills.
- Ability to write clear & precise reports. Simplify complex information to a diverse range of people.
- You'll have strong people management skills in order to manage a team effectively including the ability to engage, motivate, coach and develop.

We are happy to invest in our staff to build on their existing skills.

WHAT YOU'LL GET FROM WORKING AT HASTINGS COMMONS...

- Make a real contribution to the community around you and have a hand in investing in the future of Hastings.
- Our culture and mission is to invest in our staff to build on their existing skills through bespoke development and training opportunities.
- We are a kind and compassionate employer with a mental health first approach to work.
- No pension contribution deductions have to come from your salary, we contribute 100% (you can add more to the pension if you choose)
- Employee Assistance Program.

- Monthly wellbeing budget.
- Monthly team lunch on us and lots of social events.
- 23 day holiday + bank holidays (increases by one day per year of service)
- Extra-special day off on your birthday.
- 15% staff discount at OB F&B

Hastings Commons is committed to creating diverse, inclusive environments. We will not discriminate unfairly on the grounds of age, disability, sex, sexual orientation, gender reassignment, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, marriage and civil partnership (all of which are 'protected characteristics' under the law); nor will we discriminate unfairly on the grounds of class, financial status, or any other unjustifiable cause. We seek to recognise and overcome involuntary bias so that nobody with a protected characteristic is discriminated against directly or indirectly, or is victimised or harassed in relation to a relevant protected characteristic.