

Job title	Facilities and Site Manager
Reports to	Director for Commercial Development and Finance
Grade	6
Salary	£10.20 per hour - £19,966.50 full time (37.5 hours per week), pro-rata for part-time
Hours	12 hours per week

Main purpose of the post

The purpose of this role is to lead site development and maintenance work at Brunswick, an independent charity which offers people with learning difficulties the opportunity to work at Brunswick and in the local community. It will involve working closely with the Director for Commercial Development and Finance to coordinate site developments such as new buildings, significant repairs and site security issues. The post-holder will work with a high level of autonomy to organise a programme of planned works for routine maintenance and will also carry out some of this work. The post-holder will be responsible for line managing the Caretaker and working closely with him to plan works; as well as managing the cleaning staff. The post-holder is responsible for management of site-related resources including equipment and tools. The role involves being the lead for site-related health and safety to offer a safe working environment for all. The role also includes coordinating the maintenance of our vehicles.

Core responsibilities, tasks and duties:

Site maintenance and development

- In conjunction with management and other staff as needed, to develop, monitor and implement a plan for future site and ground works including refurbishment and replacement of some buildings, polytunnels and glasshouses.
- To co-ordinate a general programme of maintenance works e.g. periodic painting of buildings, pond clearance, relaying of paving stones etc.
- To be responsible for improvements in site security of the buildings and grounds
- To manage resources effectively including use of space, tools, equipment, people and supplies.
- To work within agreed budgets and guidelines for purchasing of resources.
- To be responsible for supervising contractors who are on site or in your absence, have clearly established who else is the responsible person.
- To carry out minor repairs e.g. securing broken windows, changing light bulbs, lighting tubes, unblocking sinks and drains; and organising works for any faults that require specialist help e.g. electrical or gas contractors, builders etc.
- To carry out checks ensuring lighting, heating, hot water, toilets, the septic tank and drainage are working adequately at the appropriate times.
- To coordinate others to ensure that rubbish and recycling is cleared regularly from the site.
- To be a proactive problem-solver around site or facilities issues that arise.
- To ensure the safe storage of equipment and supplies and the keeping of appropriate records.
- To make sure that all fire safety and health and safety regulations are adhered to e.g. testing of fire equipment and following the rules for evacuating the buildings and grounds.

- To be responsible for planning the maintenance of plant and equipment e.g. portable appliance testing, boilers.
- To research, negotiate and (following approval from the Director for Commercial Development and Finance) commission contracts for site facilities eg. utility or fire extinguisher contracts,
- To assist the Caretaker if needed with arrangements for room-hire outside normal hours. This may include unlocking and securing of buildings, arranging furniture and clearing away afterwards.
- To contribute to the planning and delivery of events throughout the year from a facilities and site perspective.
- To contribute to, or provide, written and verbal reports as required for Management or the Management Committee.

Vehicles

- To coordinate and organise planned and unplanned maintenance for vehicles including MOTs, services, repairs.
- To liaise with staff whose work would be affected by vehicle maintenance eg. the Garden Services Area Leader, Land Crops Area Leader, to ensure minimal disruption to work.
- To organise and if needed, carry out basic vehicle maintenance checks including oil checks, tyre pressure and fluid levels.
- In conjunction with the Director for People Development and Quality, to coordinate and record vehicle training for staff whose roles require use of the Brunswick vehicles.

Health and safety

- To lead on site-related health and safety issues across all our sites.
- To develop and update site-related risk assessments as needed and ensure they are followed.
- To provide a safe working environment for yourself, staff, volunteers and workers. This includes overseeing the safe use of equipment and personal protective equipment (PPE).
- To be a key-holder and be a second-line point of contact for (rare) access out of hours.

Support and development of staff, volunteers and workers at Brunswick

- To provide direct management support for the Caretaker and Maintenance Person (both roles currently filled by one person) including supervision and annual appraisal.
- To provide cover for the Caretaker and Maintenance Person as needed for holidays and other absences.
- To provide direct management support for the Cleaners including supervision and annual appraisal.
- To plan, organise and direct the work of the Caretaker, and Maintenance Person and cleaning staff.
- To plan, organise and direct the work of any other staff involved in site related projects (as needed).
- Along with our Project Support and Volunteer Manager, to supervise and support volunteers who help us with site maintenance. This may include coordinating and overseeing work for occasional groups of people who volunteer as part of workplace volunteering schemes such as York Cares.

General responsibilities

- To be flexible within the broad remit of the post and complete any other duties as may reasonably be required.
- To follow organisational policies, procedures and protocols.
- To be proactive in keeping up to date with developments that affect your work
- To maintain and improve professional development through participation in training and development activities. Some training is mandatory.
- To contribute to training and development across Brunswick by sharing your skills, knowledge and expertise, whether gained at Brunswick or in other settings.
- To be a proactive problem-solver around issues that arise.
- To use opportunities to change views about impairment and disability. These could be your own views or those of others, including those of people with learning difficulties.
- To be a supportive member of the wider staff team and take responsibility for your own duties and role.
- To be a positive and professional representative of Brunswick in the wider community. This includes liaising effectively with a wide range of people including suppliers and visitors.
- To contribute to record keeping and good administration as needed eg. administration of orders and deliveries etc.
- To be aware of safeguarding both for our workers and for some volunteers who may be vulnerable themselves.
- To contribute to report writing or respond to verbal requests for information.
- To contribute to the planning and delivery of Brunswick events throughout the year to fundraise and raise awareness of Brunswick.
- To embrace and promote equal opportunities in the work we do.

Although this role does not support workers directly, you will have regular contact with workers and so the following responsibilities are also required:

- To be aware of safeguarding both for workers and for volunteers who may be vulnerable themselves.
- In the event that there are no support staff nearby, to intervene and support a worker. This could be intervening to keep someone safe eg. They have wandered into the car park, are handling equipment that they should not be touching or you encounter an interaction/behaviour that needs addressing eg. shouting.
- To communicate effectively with workers by adapting your communication to their needs as far as possible.
- To be able to set firm boundaries and interrupt any problematic behaviours.

Supervision / management of people

Direct management of staff: Management support for four posts, currently filled by two people:

- Management support to the Caretaker
- Management support to the Maintenance Person
- Management support to the Cleaners (up to two posts)

Indirect management of staff: None

Responsibility for workers: Indirect only

Responsibility for volunteers:

- Support for any site volunteers (this will vary but is usually only one person at a time).
- Support for any volunteer teams from external organisations who are helping with site jobs (usually for one day only, once or twice a year).

Creativity and innovation

- Ability to visualise future possibilities for site development and think resourcefully about the best use of space and practical issues such as access.
- To develop an efficient system to manage a rolling programme of works.
- To be able to reprioritise work plans at very short notice in response to an urgent site need eg. Making a glasshouse safe following wind damage.
- To be able to think of short term and long term solutions to site and facilities issues that are proportionate financially, and in terms of time and resources required.
- To think practically, and at times, innovatively, about how to solve site and facilities issues
- Some of the work will be guided by Brunswick's guidelines and policies.

Contacts and relationships

Internal

- Fortnightly contact with the Director for Commercial Development and Finance to review site work and future plans.
- Monthly contact (or less) with the Director for People Development and Quality around vehicle training.
- Regular contact with staff to get more information about site or facilities issues that need resolving.
- Monthly contact with the Project Support and Volunteer Manager or Project Support Administrators when liaising around administration of site and facilities work eg. Diary bookings, site access.
- Some contact with workers and volunteers whilst working on-site.

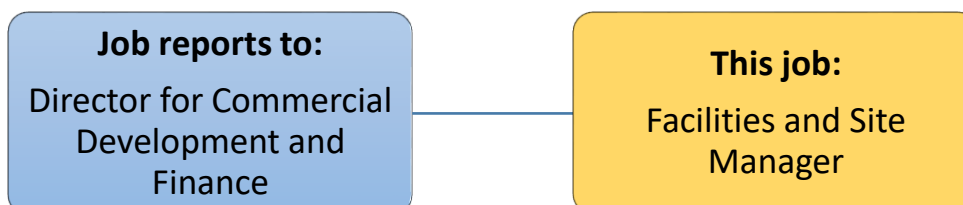
External

- Regular contact as needed with suppliers and contractors. These relationships may involve some negotiation and managing issues that arise when work is being done eg. Poor quality work, health and safety issues on site.
- Some contact with customers / public eg. When redirecting people for safety whilst a site job is underway.

Decisions: discretion and consequences

- Good judgement about best use of time and resources for a rolling programme of general maintenance will directly contribute to Brunswick running smoothly and safely, and boost staff morale.
- Good judgement to decide on the best solution to resolve minor site, facilities and vehicle issues as they arise without approval from Manager eg. Fixing a broken sink, authorising cost of annual service repairs.
- Good judgment around assessing if staff are safe drivers of Brunswick vehicles.
- Uses discretion to use pre-agreed budget prudently.
- Makes decisions about spending up to the approved financial limits for this role.
- Acts to take immediate action in the event of a health and safety issue – could be site or vehicle related.
- Good judgement and decision making around health and safety will help create a safe environment for all.
- When working off-site or if handling an urgent issue, some decisions may need to be made alone without immediate support from other staff or management.
- Plans and prioritises own workload in line with Brunswick’s strategic plan although this may also be directed at times by the Director for Commercial Development and Finance.
- Good awareness of safeguarding will reduce opportunities for abuse of workers or vulnerable volunteers
- Able to refer to the Director for Commercial Development and Finance.

Position of job in organisation structure



Knowledge & skills

A relevant qualification <u>and/or</u> substantial experience in construction, carpentry or general maintenance.	E
Demonstrable skills in practical maintenance tasks	E
Ability to visualise future possibilities for site development and think resourcefully about the best use of space and practical issues such as access.	E
A practical and organised approach to site works	E
Ability to research different options, suppliers or contractors for site development.	E
Experience of driving larger vehicles e.g. a pick-up	D
Basic knowledge of vehicle maintenance	D
A strong understanding of, or a willingness to commit to develop an understanding of, the Social Model of Disability, and to use this model in practice.	E
To have strong knowledge and awareness of health and safety	E
Ability to promote and use safe working practices to keep yourself and others safe	E

Experience of using a range of tools and machinery e.g. electric drills, concrete mixer	E
Ability to identify solutions that are cost effective, practical and proportionate	E
Good numeracy skills for basic budgetary awareness	E
Ability to supportively supervise and line manage a small group of staff. This will include both informal and formal support such as supervisions and appraisals.	E
A facilitative approach to management with the capacity to coach, support and develop staff.	E
Ability to support volunteers including giving constructive feedback when needed.	E
Ability to keep clear and accurate records as needed	E
Good communication skills and able to adapt communication to meet the needs of others.	E
Ability to understand written and verbal instructions quickly and accurately and follow them.	E
Ability to write succinctly in clear plain English	
Good inter-personal skills, relationship building and networking skills.	E
Ability to be assertive and able to interrupt inappropriate or problematic behaviours and set clear boundaries.	E
Ability to listen to others, evaluate options and make decisions	E
Ability to assertively, honestly and sensitively discuss issues with workers, volunteers or staff	E
Able to prioritise and work under pressure to meet deadlines	E
Ability to 'think on your feet' and cope with unforeseen circumstances	E
Ability to develop and contribute to risk assessments as needed	E
Reasonable IT skills including email, internet use, ability to create and amend Word documents.	E
Awareness of safeguarding adults	D
An understanding of equality and diversity issues, and a commitment to putting equality principles into practice.	E
Experience	
Experience of supporting volunteers	D
Personal qualities	
A highly respectful and positive attitude towards people with learning difficulties	E
Fit and able to fulfil the physical demands of this role e.g. lifting, moving, digging etc	E
Confidence to lead and make decisions within your remit	E
To be a practical, common-sense problem solver and decision maker	E
Ability to work independently and be a supportive colleague as part of our wider staff team	E
To be sensitive, tactful and able to have challenging conversations	E
To be self-aware and able to reflect on personal interactions and involvement with people	E
To be able to keep calm under pressure and focus on working out the solution	E
To be calm, patient and have a generous attitude towards others but not be sentimental	E
Punctual, honest and reliable	E
A commitment to and understanding of Brunswick's work.	E
Special criteria	
A full driving licence and able to drive in the UK	E
Rarely, a small number of occasional hours may be required at evenings / weekends if there was a serious unforeseen site issue or planned essential works were being carried out.	E
Hours are usually between 8.30am – 4.30pm. The ability to attend occasional team meetings outside of these hours is desirable.	D
This post is subject to a Disclosure and Barring Service (DBS) check.	E