

Join us to help improve the lives of disabled children and their families by becoming our next Office and Facilities Manager



Job Description & Person Specification

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| Job Title: Office and Facilities Manager | Salary (including grade): GRADE 6 £33,200 - £41,500 |
| Location: Edinburgh (ordinarily) | Date: January 2019 |

JOB PURPOSE

The Yard is an award winning organisation that runs adventure play centres for disabled children in Scotland. Our flagship play centre is in Edinburgh and in recent years we have launched weekend services in Dundee and Fife run from community spaces. The Yard provides care, support, fun and friendship in equal measure while promoting challenge and personal growth in environments which value independence and celebrates the capabilities and achievements of each individual child.

We are looking for an experienced Office and Facilities Manager who can support our organisation as it grows. We are looking for a flexible, dynamic self-starter who understands the needs of a service that supports disabled children and young people and their families. Central to this role is commitment and a pro-active approach, and good networking and communication skills to build relationships will be key to its success. You will work creatively across the organisation, ensuring the effective performance of our administrative and facilities functions.

You will be part of a team whose vision is to make life more fun and more fulfilling for disabled children and their families across Scotland.

ORGANISATIONAL STRUCTURE

Reports to the Head of Operations. Manages the Facilities and Admin Teams

KEY RESPONSIBILITIES

Main Duties and Responsibilities

- Manage and support the organisation's administrative activities, ensuring optimum use of systems and of smooth working across the organisation
- Draw up maintenance schedules and routine programmes of work for the organization for cleaning, premises and grounds maintenance to ensure consistently high standards of hygiene, cleanliness, upkeep and safety
- Develop the use of our in-house membership system, ensuring we make best use of capacity and available data
- Ensure all statutory elements of Health and Safety are applied in all buildings, and ensuring monitoring of first aid and emergency supplies and equipment
- To lead the Admin and Facilities Teams and support staff effectiveness through supervision, appraisal, and implementation of professional development plans
- To ensure the maintenance and periodic checking of fire and other safety equipment, as well as be responsible for the installation and maintenance of firefighting and alarm systems
- To be responsible for the overall security arrangements on all sites including staff training on security and the use of alarm systems. Responsible for key holding management and periodic

reviews of site security

- To ensure the safe storage and control of any potentially harmful materials and chemicals used within The Yard and ensure that such materials are appropriately marked and signposted.
- Work with other departments and colleagues to ensure high quality and consistent admin support across the organisation
- To be responsible for all aspects of risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.
- To be responsible for the planned and ad-hoc maintenance, cleaning and upkeep of the premises and equipment including the required safety checks.
- To determine whether any maintenance should be undertaken in-house or by commissioned contract services and to assist in the selection of contract services where appropriate. To liaise with contractors as required, monitor work and certify that work has been done satisfactorily.
- To be responsible for ensuring safe and efficient operation of all premises-related mechanical, electrical, heating services, including ensuring completion of testing and monitoring
- To be aware of and adhere to applicable rules, regulations, legislation and procedures, national legislation (Health and Safety, COSHH, Data Protection/GDPR).
- To undertake other duties appropriate to the post, as required

AUTHORITIES AND LIMITATIONS

Authority to purchase up to the limit of the delegated authority approved by the Board

KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCIES

Essential

- Experience of managing and supporting a staff team
- Experience of running a busy and dynamic office environment
- Experience of routine preventive maintenance and of managing a facilities service
- Financial planning and negotiating skills, with the ability to manage a budget
- Ability to work effectively both in collaboration with other teams and also on own initiative
- Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and stakeholders
- Knowledge of relevant Health and Safety requirements, and in receipt of relevant IOSH/NIBOSH qualification (or willingness to undertake same)
- Excellent IT skills, including of Microsoft Office Suite and experience of database systems
- Excellent organisational skills, time management and ability to prioritise and organise own workload

Desirable

- Planning and Project Management Skills
- Full driving license
- Experience of working in the Third Sector or in organisations that support those with disabilities
- Experience of multi-site maintenance