**FACILITIES MANAGER**

**Company: Wigan Youth Zone**

**Location: Parsons Walk,**

**Wigan, WN1 1RU**

**Salary: £23,000 – 25,000 per annum, depending on experience**

**Benefits: 33 days annual leave (including bank holidays) pro rata. Plus additional leave for length of service. Hybrid work, Birthdays off, Gym access, Training and CPD including First Aid, Safeguarding and Health and Safety, Career development opportunities, Employee Assistance Programme, Cycle to work scheme, Strong team culture, Workplace Pension, Free eye tests, discounted to £2 access to holiday club for WYZ staff.**

**Posted: 7th September 2023**

**Closing: 29th September 2023**

***Interviews for this role will take place on going and we reserve the right to withdraw the job ad when the right candidate has been found*.**

**Interview stage 1 TBA**

**Interview stage 2 - TBA**

**Specialism: Facilities/Compliance/Maintenance/Housekeeping/Security/Health and Safety/Buildings/Functions**

**Reports to: Head of Operations**

**Contract type: Permanent**

**Hours: Full time**

**From 40 hours per week including 30 minutes unpaid daily breaks (flexibility required, including evenings and weekends)**

**Organisation type: Charity**

**Who are we looking for:**

Wigan Youth Zone’s Facilities Manager is responsible for keeping our members, staff and volunteers safe by managing and maintaining our fantastic Youth Zone effectively and efficiently. The key purpose of the role is to ensure compliance and contractual obligations are met throughout, whilst maintaining an efficient and operational building. The post holder will carry out and manage multi-disciplined activities including housekeeping, maintenance, general maintenance duties, security and health and safety. This is a varied role and the ideal candidate will have proven experience of managing similar types of buildings, e.g. schools, college/university, sports or leisure centres or other large, multi-use/function buildings.

**What will you need to succeed:**

* Extensive experience (minimum of 2 years) of caretaking or premises/buildings maintenance and management in a similar environment - Essential
* Experience of line managing staff and contractors- Essential
* Experience of producing Risk Assessments - Essential
* Experience of contract administration, working with external contractors and consultants - Essential
* Experience of establishing and managing PPMs - Essential
* Building management systems – Desirable

**Qualifications**

* GCSE English and Maths or equivalent literacy and numeracy – Essential
* IT literate – Essential
* NEBOSH, COSHH, IOSH or similar qualification – Desirable
* First aid – Desirable

**Skills**

* Excellent people skills the ability to establish good professional relationships with young people and adults - Essential
* Practical application of journey/plumbing/building/maintenance skills in a busy working environment – Essential
* Ability to work on own initiative and as part of a team -Essential
* Ability to plan, organise, monitor, evaluate and prioritise work – Essential
* Able to work under pressure and manage multiple priorities – Essential
* Basic ICT skills – Essential

**Duties and Responsibilities – Detailed**

* To be responsible for the general maintenance of the premises including heating, lighting, plumbing and security systems. To carry out minor repairs, maintenance and installation work such as joinery and plumbing and appropriate painting and re-decorating across the Youth Zone when required
* To carry out a variety of statutory and non-statutory periodic checks and inspections and maintaining accurate and up-to-date supporting records.
* To be responsible for all service contracts including the monitoring and servicing of equipment and ensuring Contractor’s responsibilities/tasks are completed within the Service Level Agreement and appropriately documented
* To undertake reactive and planned maintenance, repair and renewal tasks, as well as monitoring of and accompanying Contractors when dealing with their assigned tasks
* To establish systems carrying out and recording all necessary checks including; alarms, lighting, escape routes, security, building condition and equipment
* To identify, report, monitor and then manage any defects in the building and arranging for repairs within set budgets
* To produce and undertake a variety of building and activity related Risk Assessments
* To operate the water, electricity, and heating systems to specified standards ensuring conservation measures are taken
* To set up equipment and facilities for events in the Youth Zone to support youth work staff with their internal and external requirements
* To be responsible for the buildings entrance and other external areas, ensuring that there is always an excellent first impression of the Youth Zone
* To prepare rooms and areas for a range of uses, including setting out, removal and storage of furniture and equipment
* Be responsible for security procedures for the building, facilities, and grounds, i.e., security inspections, lock/unlock perimeters, activate/deactivate automated alarm equipment, and suspicious occurrences
* To open and close the premises as required
* To register as one of the Key Holders for the Youth Zone and be the first point of contact on a rota basis in an emergency callout situation and to check and secure the Youth Zone premises after callouts
* To ensure that tenants who occupy the Youth Zone adhere to all Health and Safety legislation
* To respond to and reset the alarm, liaising with the alarm company and police as necessary
* To be available at unsocial hours or at weekends to deal with security problems, make emergency repairs or allow access to contractors
* To line manage the cleaning staff team and develop a robust cleaning schedule, as well as monitoring the cleanliness standards and assist in cleaning when required
* To line manage the catering team and ensure that the area meets health and safety requirements at all times
* To be responsible for the ordering of cleaning equipment and supplies
* To communicate all facility issues to relevant staff in a clear and timely manner
* To immediately report any serious hazards to a member of the Senior Management Team
* To carry out any other reasonable duties as requested by the Senior Management Team

**Knowledge**

Knowledge of the issues affecting young people and an ability to work with challenging behaviour and complex needs – Desirable

*\*Selection criteria for guidance only, alternative methods may be used to assist the selection process*

**Special Requirements**

* A willingness to work unsociable hours when required -Essential
* DBS clearance and committed to Safeguarding children – Essential
* The ability and willingness to travel to meetings and events both in the region and beyond - Essential

*The job holder will be required to adhere to the Youth Zone’s policies at all times, with particular emphasis on Equal Opportunities and Safeguarding. Attendance at events and conferences will sometimes be required.*

**GENERAL INFORMATION**

**What is Wigan Youth Zone?**

Wigan Youth Zone is a purpose built, state-of-the-art youth facility in Wigan town centre which opened in June 2013. It offers young people from across Wigan the opportunity to meet friends, have new experiences, learn new skills and access the support they need to develop and achieve their potential.

The Youth Zone is open to all young people across Wigan aged from 8 to 19 (up to 25 with additional needs), striving to offer something for everyone, regardless of their interests or abilities. With almost 15 dedicated areas to choose from including our four 40-metre floodlit football pitches, art room, music room and climbing wall – there’s something for everyone here at Wigan Youth Zone.

Our aim is simple, to provide the town’s young people with somewhere to go, something to do and someone to talk to.

**You will benefit from:**

**Salary:** £23,000 – 25,000 per annum depending on experience

33 days annual leave (including bank holidays) pro-rata,

Additional leave for length of service up to 38 days,

Birthdays off,

Gym access,

Training and CPD including First Aid, Safeguarding and Health and Safety,

Career development opportunities,

Access to our Employee Assistance Programme,

Cycle to work scheme,

Strong team culture,

Work place pension,

Free eye tests.

Discounted to £2 access to holiday club for children of WYZ staff

**In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check and business satisfactory references.**

**Please note that in line with our Safeguarding Policy, you must be age 21 or over to work in our Senior Sessions and 19+ to work on our Junior Sessions and Holiday Clubs. All applicants must also be inactive as members for at least 12 months.**

**What do you need to do next:**

Email your CV at HR@wiganyouthzone.org