|  |  |  |
| --- | --- | --- |
| **JOB DESCRIPTION** | | |
| **Job title:** Facilities Manager | | **Location of job:** The Court House, 75 Main Street, Bushmills |
| **Reporting to (job title)** Property & Finance Manager & CEO | | |
| **Overall purpose of job**  Enterprise Causeway seeks to employ a Facilities Manager who will be responsible for the comprehensive management and maintenance of our facilities, with a primary focus on the Courthouse Shared Space Creative Hub in Bushmills. This role ensures that all facilities operate smoothly, safely, and efficiently, providing an optimal environment for tenants, clients, and staff. The Facilities Manager will oversee all aspects of building maintenance, health and safety compliance, and tenant relations, while also supporting events, workshops, and day-to-day operations. This position is crucial in maintaining the high standards of our workspaces, fostering a welcoming and inclusive atmosphere, and contributing to the success and sustainability of our organization. | | |
| **Hours of Employment:** | The position is full-time, requiring 40 hours per week. The standard working hours are Monday to Friday, 9:00 AM to 5:30 PM, with a one-hour paid lunch break. However, due to the nature of our operations and the fact that The Court House will be open seven days a week, including evenings, flexibility in working hours is essential.  We are seeking a candidate who can adapt to varying schedules to meet the needs of our tenants, clients, and the broader community. This may include occasional weekend and evening work to ensure comprehensive coverage and support for events and workshops. As the building is newly established, the Facilities Manager will play a key role in determining patterns of use and adapting their schedule to align with the peak times of activity and demand. | |
| **Salary:** | Salary £28,000 -£30,000 | |
| **Main activities/tasks**   * + Meeting, greeting, and engaging with the diverse group of visitors to the hub including studio tenants, community groups, workshop facilitators & participants, tourists, retail customers & corporates.   + Room setup for events, meetings, and workshops   + Overseeing cleaning and ensuring the hub is always presentable.   + Conducting health & safety and fire safety checks   + Liaising with tenants and supporting them as needed.   + Supporting Designerie staff with deliveries & general operational tasks   + Maintaining ground works and external areas   + Acting as a key holder and managing security measures   + General maintenance tasks   + Monitoring security systems and implementing security protocols.   + Liaising with external contractors and service providers   + Supporting event coordination and ensuring facilities are prepared.   + Preparing and submitting reports on facility operations   + Training staff and tenants on health and safety practices   + Play a key part in developing, maintaining, and communicating the company’s ethos, values, and objectives.   + Supporting the CEO and engaging with wider team in ad hoc duties as required * **Other Enterprise Causeway Sites:**   + Conducting maintenance and repair tasks   + Performing health & safety and fire safety checks   + Carrying out unit exit checks on tenants vacating premises   + Recording ROC and export readings for solar panels   + Monitoring of Passiv Account to ensure solar panels are operational and reporting of issues to appointed contractor   + Organising electrical certificates for EC & Designerie   + Supporting Property Manager with tenant viewings and supporting the leasing process   + Supporting overall site operations as needed | | |
| **Special requirements**:  Travel across the various locations of business parks will be required. Candidate must hold a full driving licence and have access to a car. Appropriate mileage allowance will be paid. | | |
| **Date job description last reviewed:** June 2024 | | |