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| **Facility’s Manager**  **Person Specification** | | |
|  |  | **How assessed** |
| **Qualifications** | **Essential**   * A diploma or professional certification in facilities management, project management or construction management   **OR**   * The candidate should have three years’ experience in a similar role if they do not possess a diploma or professional qualification   **Desirable**   * Fire Safety Accreditation * First Aid Certification | Validation of original copies of certificates  Declaration Form  Validation of original copies of certificates/ Declaration Form |
| **Experience** | **Essential**   * Minimum of 3 years’ experience in facilities management or a related field * Experience with general maintenance tasks and troubleshooting. * Experience working independently and as part of a team. * Project Management Capabilities   **Desirable**   * Experience in working with community groups * Experience in dealing with tenants | Declaration Form & Interview  Interview |
| **Job related Knowledge** | **Essential**   * Strong understanding of health & safety regulations and compliance * Knowledge of building systems (HVAC, electrical, plumbing) * Experience in maintenance planning and management. * Working knowledge of Microsoft Office including Word, Excel, and Outlook   **Desirable**   * Experience of working in a not-for profit, charitable organisation * Experience in working in a creative or tourism environment. * Knowledge of sustainability practices and energy-saving measures | Interview  Interview  Interview  Declaration Form  Declaration Form  Declaration Form  Interview |
| **Skills and Competencies** | **Essential**   * Excellent organizational and time management abilities * Strong communication and interpersonal skills * Project management skills * Ability to perform maintenance tasks and troubleshoot issues. * Ability to handle multiple tasks and prioritize effectively. * Friendly and approachable demeanor * Self-motivated and proactive with the ability to work productively with a hands-on-approach. * Innovative with the ability to take initiative. * Proven team player * Enthusiastic and passionate with a desire to make a difference. * Attention to detail. * Be adaptable and flexible to meet the changing needs of both the organisation and the various client groups. | Interview |
| **Other requirements** | **Essential**   * Full driving licence and access to a vehicle for work purposes to fulfill any travel-related duties of the role. * Be prepared to work in any location operated or deemed appropriate by the organisation. * Participate in training to fulfill mandatory requirements and personal progression. * Be honest, reliable and trustworthy. * Smart personal appearance | Declaration Form  Declaration Form  Declaration Form  References  Interview |

***Candidates must demonstrate that they have met the essential criteria within each area. Failure to demonstrate meeting the essential criteria will result in the application being unsuccessful at the shortlisting stage.***

We reserve the right to enhance the short listing criteria where and when this is deemed necessary. Exceptional candidates who do not meet the criterian may be considered for the role provided they have the necesssary skills, experience and attitude