**Foreword from the CEO**

**24 June 2024**

Dear Applicant,

**Are you a skilled Facilities Manager looking for a dynamic new challenge?**

**Do you have the expertise to manage a state-of-the-art creative hub while ensuring smooth operations across multiple sites?**

**If the answer is yes, then we want to hear from you!**

We have an exciting new opportunity for the right candidate to make their mark within Enterprise Causeway. We are thrilled to soon launch The Court House Shared Space Creative Hub in Bushmills, designed to foster creativity, innovation, and community engagement. This facility represents our commitment to nurturing local talent and providing a dynamic space for community, small businesses and entrepreneurs to thrive.

To ensure the seamless operation and maintenance of The Court House and our other facilities, we are seeking a dedicated and experienced Facilities Manager. This role is crucial in maintaining the high standards of our workspaces and ensuring a safe, welcoming environment for our tenants, visitors and customers.

If you are passionate about facilities management and eager to contribute to a vibrant, creative community, we invite you to apply for this exciting opportunity. We value experience and attitude over qualifications so if you think you are the right person, please get in touch!

**Key Information**

* Contract – Full Time Permanent
* Salary Scale £28,000-£30,000
* Based at The Court House, 75 Main Street, Bushmills
* Reporting to Property & Finance Manager
* Closing date Wednesday 3/7/24

To apply, please submit a **covering letter**, your **CV**, and a completed **Declaration Form** by email, demonstrating how you meet the Essential and Desirable Criteria. Emails should be addressed to the CEO and forwarded to info@enterprisecauseway.co.uk.

Yours Sincerely

Jayne Taggart

CEO