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**Job Description ESP/FM0724**

Project: EastSide Partnership

Job Title: **Facilities Manager/Caretaker**

Location: Avalon House (or various EastSide Partnership buildings)

Reports to: Company Accountant

**Terms and conditions**

**Salary:** NJC scale for post is points 7-17, currently £24,294 to £28,770 + 7.5% pension.

**Contract:** This is a permanent post, however will be dependent on future funding. *Job subject to 6 month probation period.*

**Work hours:** 37.5 hours per week but willingness to work flexible hours including evenings and weekends essential.

EastSide Partnership is only able to accept applications from those individuals who are currently eligible to work in the UK. We may only interview those applicants who appear, from the information provided, to be the most suitable in terms of the person specification.

**Main Purpose of Job**

To oversee the high quality management and maintenance of EastSide Partnership managed properties. These currently include;

* Avalon House
* Carew Family Centre
* George Best House
* EastSide Visitor Centre
* The Container Restaurant

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**Summary of responsibilities and personal duties**

1. Ensure that EastSide Partnership managed properties are maintained to a high standard including supervision of relevant services such as cleaning.
2. Run routine inspection checks for all the properties and oversee a maintenance schedule.
3. Liaise with the relevant EastSide Partnership staff and tenants to identify and resolve maintenance issues.
4. Ensure that the properties are health and safety compliant with relevant risk assessments, policies, procedures and statutory requirements in place and adhered to.
5. Prepare reports on the activities of the properties for the relevant EastSide Partnership project and committees.
6. Manage a room booking system for the relevant properties which require this service, responding to queries in person, by phone and email.
7. Ensure rooms are set up for external bookings including tables/ chairs and technical equipment.
8. As and when required, provide assistance to event set up/take down for relevant EastSide Partnership projects.
9. Process invoices to deliver the management and maintenance needs of the properties.
10. Handle enquiries received in person, by telephone and email.
11. Undertake any other reasonable duties as required.

**Person Specification ESP/FM0724**

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|  | **Essential** | **Desirable** |
| **Attainments/ Education** | 4 GCSE’s, A\*-C, to include English and Maths or equivalent | ICT or Word Processing qualification |
| **Experience** | A minimum of 1 years’ experience (within the last 3 years):   * in a facilities management role * using Microsoft Office suite including Word, Excel, Outlook * dealing with the public in an office, hospitality, retail or visitor services capacity |  |
| **Skills** | - Excellent organisation and time management skills  - Excellent interpersonal, oral and written communication skills dealing with a range of internal and external stakeholders  - Ability to adapt and work effectively under pressure, prioritise and manage workload and meet deadlines  - Ability to work accurately with excellent attention to detail | - Knowledge of policies and procedures e.g. health and safety, fire regulations, safeguarding, data protection |
| **Disposition** | - Well presented & inspires confidence  - Self-motivated, energetic and initiative taking  - A strong team player |  |
| **Knowledge & Values** | - Understanding of and willingness to work within the ethos and values of EastSide Partnership  - Commitment to regeneration and a partnership approach  - Knowledge of EastSide Partnership and subsidiary companies |  |
| **Circumstances** | - Willingness to work flexible hours including evenings and weekends |  |

**Application Process ESP/FM0724**

**Application**

* Completed applications must arrive by **Friday 30th August 2024 by 12pm.**
* Applications will only be accepted by email to [gillian@eastsidepartnership.com](mailto:gillian@eastsidepartnership.com) and will be acknowledged by email. If not acknowledged, please contact Gillian on 028 9045 1900.
* Application **MUST** be by Application Form with *font size 11.*
* To be accepted the application **MUST** include the monitoring form.
* Access requirements: Please let us know about any reasonable adjustments you may require during the recruitment process, including the application stage.
* We may only interview those applicants who appear, from the information provided, to be the most suitable in terms of the person specification provided.

**Equal Opportunities**

* EastSide Partnership is an equal opportunities employer. EastSide Partnership does not permit unlawful discrimination of any kind against any person on grounds which include gender, sexual orientation, marital status, religious belief or political opinion, race or disability. Unlawful discrimination is defined as treating a person less favourably than others are, or would be treated in the same or similar circumstances.

**Canvassing**

* Canvassing in any form will, if proved to the satisfaction of EastSide Partnership, disqualify a candidate for the appointment

**Interviews**

* **Interviews will be held on Wednesday 4th September.** Please ensure your availability for interview on this date prior to application, as it will not be possible to arrange an alternative date

**Job Description**

* The duties outlined in the Job Description serve as a guide to the current and major responsibilities of the post. These will inevitably vary as the role develops and the Job Description will be reviewed on a regular basis. Changes will be subject to consultation with the post holder.

**Background Information**



**EastSide Partnership** is a local charity leading the regeneration of east Belfast. Working alongside other community-based organisations, elected representatives, statutory agencies and local businesses, EastSide Partnership delivers a wide variety of projects with a clear mission to ‘make east Belfast a better place’ for residents, businesses and visitors.

EastSide Partnership aims to:

* Create an east Belfast that is a thriving cultural hub, where the arts are valued, creativity is for everyone and people are connected with each other and the wider world through **EastSide Arts**
* Promote the use and development of green open spaces, parks, rivers and off-road transport routes in east Belfast through **EastSide Greenways** including Connswater Community Greenway
* Help and support children in east Belfast to develop their abilities, reach their potential and experience success, whatever their background through **EastSide Learning**
* Contribute to the regeneration of east Belfast through the strategic acquisition, development and management of sites and properties through **EastSide Property**
* Coordinate and deliver responsible, sustainable and impactful culture-led regeneration, pushing boundaries to put east Belfast on the map through **EastSide Tourism**

To find out more about EastSide Partnership visit:

* Website- [www.eastsidepartnership.com](http://www.eastsidepartnership.com)
* X - @EastSidePship
* Facebook- facebook.com/EastSidePship
* Instagram- EastSidePship