

Facilities Co-Ordinator	
Location	Grosvenor House, 5 Glengall Street, Belfast
Project Remit	<p>Belfast Central Mission (BCM) is an award-winning leading charity with social care projects and social enterprises across Northern Ireland. With over 300 staff and volunteers.</p> <p>The Estates & Facilities team support all services across Northern Ireland to deliver vital services to people at their point of need. The team currently looks after a portfolio of 10 properties. This includes supported accommodation, care homes and 2 private dwellings. These are mixtures of joint and sole tenancies.</p> <p>The Estates & Facilities team supports the following:</p> <ul style="list-style-type: none"> • Planned preventive and reactive maintenance. • Health and Safety requirements for the full organisation and all its sites. • Supports an external IT company to meet the organisations IT requirements. • Facilities management of Grosvenor House, Glengall Street, Belfast.
Hours of Work	35 hours per week. Monday to Friday, onsite
Salary	£22,677.20 per annum
Contract Type	Permanent
Pension	4% employer contribution (after 3 months of service)
Holidays	20 days per annum increasing by 2 days on 5 years' service and a further 3 days on 10 years-service. 12 Public Holidays per annum
Sick Scheme	Sick scheme - 4 weeks full pay & 4 weeks half pay in any 12-month rolling period. (After one years' service)
Benefits	<ul style="list-style-type: none"> • Westfield Health Level 1 - Cash back plan and additional benefit of unlimited MRI and CT scans and 1 PET scan within a 12-month period • Westfield Health Rewards • Learning & Development opportunities • Long service annual leave increments and scheme

Job Specification

Essential	
Qualifications & Experience	<ul style="list-style-type: none"> • At least 1 years' experience working in an administrative role with customer service experience • Experience responding to telephone queries
Skills & Knowledge	<ul style="list-style-type: none"> • Must be proficient in the use of MS Office (Outlook / Word / Excel). • Excellent communication skills, written and verbal. • Attention to Detail • Ability to prioritise & plan • Ability to work with minimum supervision, as well as part of a team • Strong administration and organisational skills.
Circumstances	<ul style="list-style-type: none"> • Ability to Work Monday to Friday, onsite
The successful candidates will require	
Access NI	This Post is subject to an Enhanced Access NI check. Having a criminal record will not necessarily debar you from working with BCM. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.

Job Description

Scope of Responsibility	<p>The Facilities Co-ordinator is responsible for providing administration support to the facilities and estates team to ensure the efficient operation of the facilities and estates department.</p> <p>This role involves comprehensive administrative and logistical support by carrying out facilities coordination and administrative tasks, and providing excellent customer service to all stakeholders. This role will be an appointed First Aider and Fire Warden.</p>
Key areas of responsibility	<ul style="list-style-type: none"> • Monitoring and coordinating of facilities queries and requests. • Maintain databases and document management including maintenance requests, service contracts and vendor information. • Provide facilities and estate management administrative support when required. • Assist with scheduling contractor and maintenance appointments. • Receive, record and disseminate deliveries eg stationary, cleaning materials. • Support room set up for meetings. • Ensure required health and safety standards of the building are met. Eg Fire Safety equipment, building access, weekly/monthly compliance checks. • Assist in the procurement of goods and services related to facilities management. • Support the management of IT equipment and consumables. • Assist with the monitoring of contractors when on site. • Provide cover reception and switchboard as required.

The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.