



## JOB DESCRIPTION

**Job title:** Facilities Manager (Part Time)

**Line Manager:** Property Advisors

## CONTEXT

The Marine Society & Sea Cadets (MSSC) is a vibrant and growing charity delivering life changing nautical adventure for young people through the Sea Cadets to give them the best possible head start in life. We also provide personal and professional development opportunities for seafarers with the Marine Society. Working with our staff, cadets and volunteers, we have built a vision and five-year strategy to take us forward and further improve the astounding contribution already made through our work to the lives of thousands of young people and seafarers, while fully supporting our volunteers who are vital to our success.

### **Our vision for the MSSC is:**

To be the leading maritime charity for youth development and lifelong learning.

### **We are guided by our values of:**

Respect; Loyalty; Commitment; Self-discipline; Honesty & Integrity

## ROLE DETAIL

This is a part time role for an experienced Facilities Manager capable of working with significant independence in the management of the charity's London headquarters. The candidate will be expected to have a practical understanding of building systems and fabric, procurement and budgeting, Health & Safety and legislation, and to have good personal skills to resolve problems for staff and tenants, and to report to the directors regarding plans and budgets.

## KEY RESPONSIBILITIES

These are the principal tasks of the Facilities Manager, but it is not necessarily exhaustive:

- a. **General Responsibilities** - Building maintenance for the MSSC Headquarters building and the Gatehouse at 206 Lambeth Road.
- b. **Planned maintenance** - Ensuring the planned maintenance programme is done (see the Facilities year planner attached). Meeting suppliers to ensure they understand the work required, and checking the work done.
- c. **Services** - Ensuring the regular services, such as cleaning and security are provided and maintained up to standard. Meeting suppliers and supervisors and checking the quality of the work done.
- d. **Responding to emergencies** - If appropriate, trying to resolve problems in person, and if necessary calling out suppliers to help.

- e. **Liaising with tenants** - Liaising with the office tenants in the HQ building and the residential tenants in 206 Lambeth Road. Ensuring that they receive the service that is expected. Arranging for the letting of the flats and attending when tenants move in and when they move out. Arranging the office accommodation for new tenants, and moves into and out of the accommodation.
- f. **Providing facilities support to the HQ staff** - Responding to requests such as furniture moves and minor maintenance.
- g. **Managing refurbishments** - Planning and managing periodic refurbishments of the accommodation to maintain the quality of the space. See the schedule of Planned Works 2018 & beyond.
- h. **Liaising with insurers** - Meeting the insurers during their annual risk analysis inspections, doing any works required, processing any insurance claims.
- i. **Negotiating contracts** - Negotiating contracts with suppliers for regular services and utilities, and for specific works such as refurbishments. Following procurement procedures.
- j. **Managing the budget** - Setting the budget for the year, approving invoices, tracking expenditure. Ensuring that tenants are charged for extras for which they are responsible.
- k. **Move to new premises** - The MSSC expects to move to new premises on the adjoining site in mid-2020. The facilities manager will be expected to take a major role in the preparations for and execution of the move.

Following the move the space in the building currently occupied by the MSSC will be refurbished for letting. The facilities manager will be expected to refurbish the space and make it ready for letting, and to help new occupiers move in and settle down.

Following the move the facilities manager's responsibilities will encompass the new space plus the existing space.

- l. **Part time role** - The regular facilities management job is a 50% equivalent part time role appropriate for an experienced facilities manager capable of working with significant independence. Working hours will need to be agreed to ensure that the Facilities Manager is reasonably available to help MSSC staff and tenants during the working week.

On occasion it will be necessary to come to site at weekends when work is taking place, and the time can be exchanged for the equivalent hours during the week.

The move to the new premises and the refurbishment and letting of the existing space is an additional task. We will need to agree with the Facilities Manager the appropriate additional time that will be needed to undertake that project.

## **OTHER DUTIES**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that level.

As part of the initial induction in order to get to know the Sea Cadets, the post holder will be encouraged to assist as a volunteer with evening activities within a local unit (details to be agreed) for a period of one month within the first year of employment.

All employees are expected to take responsibility and comply with the MSSC's policies, procedures and training requirements, particularly in relation to safeguarding, health and safety, data protection and equality, diversity and inclusion.

All employees must be familiar with and comply with all aspects MSSC policies.

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Signed

\_\_\_\_\_  
Print Name

Date: