

Camphill Milton Keynes Communities

Job description

Job Title:	Facilities Manager
Reports to:	Chief Executive Officer
Hours of work:	37.5 hours per week (some additional out of hours required)
Salary:	£45-£52,000 per annum (depending on experience and qualification level). Appointment will be subject to a six-month probationary period.
Place of work:	Camphill Milton Keynes Communities Ltd. (Onsite / WFH based)
Annual leave:	22 days plus Bank Holidays per annum with increases dependent on length of service.
Purpose:	To oversee the buildings, vehicles, plant, and equipment at Camphill Milton Keynes Communities (CMKC) to ensure a safe and effective environment for all stakeholders. Working in close partnership with the CEO, the role involves working alongside the management team and a small facilities team to ensure compliance with health and safety requirements, adherence to policies and procedures, and the progression of quality, sustainability and net zero goals.

Key Responsibilities:

- **Quality and Compliance Maintenance and Inspections:** Conducting site inspections, identifying maintenance needs, and managing repairs and upkeep of buildings, vehicles, equipment, and facilities.
- **Contractor and Vendor Management:** Managing contractor relationships, obtaining quotes, negotiating contracts, monitoring performance, and overseeing refurbishment, renovations, and build projects.
- **Health and Safety Compliance:** Ensuring compliance with health and safety standards alongside the CEO, conducting risk assessments, managing fire safety and security systems, arranging mandatory inspections, and supporting staff training.
- **Record Keeping and Reporting:** Maintaining accurate records of repairs, invoicing, health and safety checks, and producing KPI reports for board meetings and operational oversight with the management team.
- **Event and Emergency Support:** Assisting with event setups, responding to emergency calls, and coordinating facilities team responses for out of hours support.
- **Team Supervision and Development:** Supervising staff, overseeing apprentice training, and supporting professional development.

- **IT and Data Management:** Implementing new technologies, overseeing IT systems and equipment, developing and maintaining processes using MS Power Automate and Power BI and ensuring data security and compliance.
- **Fleet Management:** Arranging legal compliance and maintenance for the community fleet.

Staff training and personal development:

- Participate in and lead staff supervision and appraisal.
- Attend and call relevant meetings when required both internally and with external agents.
- Participate in on-going in-house and external professional and personal development activities.

General:

- Demonstrating strong leadership and management with a focus on ethical decision making and legal compliance.
- Maintaining flexibility to work outside normal hours for emergencies alongside the facilities team.
- Managing expenditure within financial limits set by the organisation and CEO, monitoring and budget setting alongside finance manager.
- Building professional relationships with residents, families, colleagues, and external professionals.
- Promoting equality, diversity, and anti-discriminatory practices.
- Representing Camphill Milton Keynes Communities (CMKC) positively and professionally.
- Ensuring confidentiality at all times.
- Driving and maintaining company vehicles when required.
- Actively engaging with CMKC's mission and values.
- Performing other reasonable duties as required.

The above list of duties is indicative only and not exhaustive. The post holder is expected to carry out all such duties as are reasonably commensurate with the role.

Personal Specification: Essential (E) Desirable (D)

Qualifications	• Professionally relevant qualifications at IWFMM level 5 and above (FMP or CFM).	D
	• Health and Safety related qualifications IOSH or NEBOSH.	D
	• PRINCE 2 or related project management qualification.	D
Experience	• Previous senior experience in facilities maintenance management or related roles.	E
	• Experience maintaining statutory facilities records accurately.	E
	• Experience leading and managing diverse projects consecutively, reporting on progress.	E
	• Experience in managing service contracts and contractors.	E
	• Experience managing budgets and contributing to monitoring of expenditure.	E
Skills & Abilities	• Established leadership and management skills.	E
	• Excellent communication skills	E
	• Proven ability to carry out a range of general trade skills based tasks including basic plumbing to a high standard.	E
	• Self-motivated and able to work under own initiative .	
	• Effective soft communication skills and ability to build rapport and communicate sensitively with our tenants and staff.	E
	• Excellent problem solving skills.	E
	• Good numeracy and literacy skills.	E
	• Excellent record keeping and reporting skills.	E
	• Good IT skills, such as Microsoft Office Suite.	
	• IT systems, networking and telecommunications skills	E
	• Awareness of Net Zero target setting and monitoring of energy efficiency	D
		D
Knowledge	• High level knowledge and understanding of health and safety requirements.	E
	• A working knowledge of moving and handling principles.	E
	• Understanding of the principles of equality, diversity and anti-discriminatory practice	E

Miscellaneous	• Capacity to engage with the mission and values of CMKC.	E
	• A commitment to undertake CPD training and an enthusiasm for new challenges and experiences.	E
	• Willingness to work outside of normal working hours as the role may occasionally require out of hours work.	E
	• A full UK driving license (no more than 3 points)	E
	• Ability to drive the works vans and community fleet.	E
	• Commitment to ongoing personal development and training associated with the role.	E
	• Eligible to work in the UK	E
	• A satisfactory Enhanced DBS check with no barred listing (on acceptance)	E
	• Experience of working with people with learning disabilities and Autism	D