



Job Title: Facilities Manager

Reports to: Director

External Contacts: Contractors, suppliers, external agencies and authorities.

Hours of work: 9.00am- 6.00pm 5 Days a week. (Inclusive of 1 hour lunch break)

Weekend work is required based on one day twice a month, also out of hours work during events on a TOIL basis.

Annual Leave: 25 Days p.a. (rising to 28 days p.a. after two years employment) plus public holidays.

Job Responsibilities

The Facilities Manager is responsible for:

- Assessing and addressing all aspects of maintenance (internal and external aspects of the buildings, services and the hard landscape) across Painshill Park
- Preparation and delivery of a planned maintenance programme
- To perform routine preventative measures to ensure that the physical condition of the buildings, services and facilities do not deteriorate
- Liaise with the Director in the preparation of annual budgets and monitor expenditure
- Maintain accurate records of all Maintenance issues and remedial works carried out
- Ensure that all work complies with Health and Safety standards and regulations
- Supervise any staff or volunteers supporting the operations
- Act as the principal Health and Safety Officer covering all departments
- Act as an active team member working alongside existing staff in the delivery of works

Personal Attributes:

- Strong leadership and delegation skills as the Facilities Manager will be supervising existing members of staff and volunteers.
- The ability to take initiative and responsibility for their own time management and organisation/prioritisation of tasks.
- An excellent communicator at all levels, liaising with colleagues of various disciplines, contractors, suppliers, volunteers and visitors.
- Methodical, approachable and practical.
- Can-Do attitude and evidence of some practical skills training as it is a physical role.

Desirable:

Experience in a similar hands on working environment

PC literate with confident knowledge of MS Office including Excel for the administrative aspects of the role.

To apply: Please submit a Covering Letter and Curriculum Vitae to:

Michael Gove,
Chief Executive
Painshill Park Trust Ltd
Portsmouth Road
Cobham
Surrey
KT11 1JE

michaelgove@painshill.co.uk