

**Job Title:** Facilities Manager

**Reports to:** Operations Manager

**Hours:** Full Time (40 hours per week) including evenings/weekends when required

**Location:** London

**About the Organisation:**

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as their families', their communities', and societies at large. In order to achieve that, we are led by our core values of transparency, dignity, and empowerment.

**Job Overview:**

The Facilities Manager is responsible for overseeing and implementing health & safety, security and maintenance of the building & structures. This includes assigning, reviewing, organising and supervising assigned personnel engaged in the construction, modification, maintenance and repair of buildings and facilities including tasks related to landscape, plumbing, painting, lighting, electrical, custodial duties; and performs a variety of tasks relative to assigned area of responsibility.

**Key responsibilities**

- Implements health & safety tasks and activities to ensure full compliance with established policies & HSE standards across all facilities.
- Takes full accountability to deliver the required scope within budget and in line with agreed timescales.
- Proactively plans, organises, controls, integrates, and evaluates the activities and operations related to the construction, maintenance and repair of office buildings and the various features such as HVAC (heating, ventilation, and air conditioning) plumbing, electrical, painting and landscape.
- Coordinates the organisation, staffing, and activities for assigned maintenance and facility projects and monitors delivery and evaluates the quality of the outputs and methods used.
- Liaises with staff to identify and resolve inquiries, complaints and issues effectively.
- Develops site management/operational processes and procedures in compliance with established policies.
- Identifies & implements opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff;
- Manages internal and external stakeholders effectively and always projects a positive professional image in line with the organisation's values and goals. Exercises the highest degree of confidentiality; selects, trains, motivates, and evaluates assigned personnel.
- Supports the development and administration of budget, forecasts and manages funds required for facilities and staff, e.g. storage, space, equipment, materials, and supplies.
- Manages and maintains an inventory of all items, working with staff across departments.
- Act as Responsible Person for Legionella and be the HSE representative.
- Organises, schedules, supervises, and performs a variety of professional/ IT technical equipment installations and monitors them and reports any findings.
- Monitors and reviews performance by maintaining a variety of activity reports, work orders and requests, e.g. daily, weekly and monthly. Reviews vendor/contractor invoices and proposals and recommends payment upon receipt of material/completion of work.

- Conducts a variety of studies and investigations to develop and recommend modifications to assigned maintenance and facilities projects, policies, and procedures as appropriate.
- Stays abreast of new trends and innovations in the industry and participates in any meetings; directs and participates in the incorporation of new developments into program areas, as appropriate.
- Performs all functions of the Facility Maintenance Specialist and Worker.
- Regular attendance at the work site.

<b>Knowledge &amp; Experience:</b>	<b>Essential</b>	<b>Desirable</b>
Minimum of 5 years continuous experience in a combination of carpentry, plumbing, electrical, custodial, or heating and air conditioning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read building plans and blueprints, electrical schematics, and piping system diagrams. Oversee the work of contracted service providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experienced and safe use of equipment and power tools, e.g. handyman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understands occupational hazards and safe work practices and HSE regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficient in standard maintenance service contracts and invoicing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understands safe cleaning methods and usage of cleansers, disinfectants, stripping agents, janitorial tools and equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Industry relevant qualifications for commercial building and maintenance work environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of competent external vendors and suppliers	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Skills &amp; Competencies:</b>	<b>Essential</b>	<b>Desirable</b>
Strength and ability to handle, feel or operate objects, tools, or controls and with hands and arms. Frequently required to walk, sit, climb, balance, stoop, kneel, crouch or crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proactivity and self-motivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Independently perform building and equipment maintenance troubleshooting and repair works	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform a variety of manual tasks for extended periods of time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project management, i.e. able to plan, manage projects and activities and report on progress	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to manage pressure, conflicting demands and prioritise tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficient in MS Office (Word, Excel, Outlook)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent written and verbal/oral communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Establish and maintain cooperative working relationships in the course of work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### **Additional Requirements:**

- Flexibility of working outside working hours.
- Responds to after hour emergencies, as necessary.