

JOB DESCRIPTION

ESTATES MANAGER

Who we are:

Make CIC is a purpose driven, socially trading organisation, with the mission to help people turn their passions into prosperity. We have a particular focus on the maker and creative economy, but also extend our impact to the third sector and environmentally focused enterprises. We do this by providing three different workspaces and running programmes and projects that benefit our community of interest.

What the role is for:

Make CIC is looking for an Estates Manager to lead, manage and deliver the organisation's estates strategy; to have a secure, well-managed estate of local hub that are seen as brilliant places to be, are safe and environmentally sustainable.

This role will be responsible for the day-to-day management and running of Make CIC's estate, working with the estates staff, contractors and service providers. This includes the scheduling and management of repairs and maintenance and capital improvements. Ideally the role will possess suitable skills to carry out some non-specialist repairs, maintenance and improvements alongside the other estates staff.

This role will have a particular focus on health, safety and compliance. This includes the development and implementation of reasonable and proportionate management plans and improvements. The role will have an administrative aspect related to the management and reporting aspects of the role.

Job Title	Estates Manager
Salary	£30,000 pro rata
Contract	Permanent
Hours	Part-time 30 hours per week OR Full-time 37.5 hours per week
Location	Make CIC is based across the Liverpool City Region. Duties will take place on-site (1) Birkenhead, Wirral (2) Vauxhall, Liverpool (3) Huyton Village, Knowsley.
Responsible to	Chief Operations Officer
Benefits	30 days holiday. Flexibility around duties for hours and locations.
Working days	30 days holiday. Flexibility around duties for hours and location working on-site and at home.

Key Responsibilities as the Estates Manager:

- Deliver and manage the organisation's estates strategy.
- Managing the organisations approach to the “big 6” healthy and safety in the workplace regulations.
- Act as building/property safety manager.
- Manage repairs and maintenance schedule.
- Manage capital improvements programmes.
- Procure contractors and suppliers.
- Ensure value for money in the delivery and management of the estate.
- Lead on building health, safety & statutory compliance
- Managing access, such as key holding responsibilities
- Preparing and maintaining annual service budgets and reporting, ensuring value for money.
- Have some availability for out-of-hours emergencies
- Keep inventory of supplies and equipment
- General building related enquiries and providing excellent customer service with building users
- Undertaking additional duties as required to support the team, working to achieve individual and team outcomes, supporting other members of the team with their projects when necessary.
- Acting as an ambassador for the organisation, contributing to the effectiveness of meetings with members of the team, and members of neighbouring organisations, the sharing of knowledge and experience and the development of Make CIC and its profile.

Person Specification

The below table demonstrates the key qualities and experience of someone we think would be great for this role. We have also included their associated importance are the areas that we will focus on when reviewing your cover letter and CV.

	Category	Essential	Desired
	Qualifications		
1	Professional industry relevant qualification, such as RICS		✓
2	Project management qualification, such as PRINCE2, RICS		✓
3	Relevant demonstrable experience / knowledge	✓	
	Experience		
4	Experience of property health & safety, and compliance	✓	
5	Experience in active asset management including coordinating housekeeping, repairs, maintenance, and a capital improvements/works programme.	✓	
6	Experience in completion of RAMs, Risk Assessments, and other H&S documentation	✓	

7	Experience of managing contractors, service contracts, and other estates staff		✓
8	Experience preparing and managing building budgets and service charge budgeting.		✓
9	Experience of working within a fast paced small to medium enterprise (SME)		✓
Knowledge			
10	Knowledge of Microsoft and/or Google software	✓	
11	Knowledge of the "big 6" health & safety at work regulations	✓	
12	Knowledge of using project management tools (Asana is preferable)		✓
Skills			
13	Able to complete related administrative duties, such as budgets, reports and risk assessments	✓	
14	Able to undertake minor repairs and maintenance tasks themselves		✓
15	Have a/any specific trade skills that are relevant to managing property (e.g. joinery, electrician, alarms, plumbing)		✓
Other			
16	Excited by working within a maker/creative community	✓	
17	Passionate about the third sector/social enterprise and having an impact in the community	✓	
18	Excited by the prospect of working at Make CIC	✓	

Equality, Diversity and Inclusion at Make CIC

Make CIC's is committed to including and celebrating the valuable contribution that is made by people from all backgrounds.

We are working to eliminating discrimination and promoting equality of opportunity in all aspects of our relationships, regardless of age, cultural background, class, disability, ethnicity, gender, sexual orientation, gender reassignment, faith, working patterns, language, union activity, or individual health status.

Our recruitment process is governed by our Equality and Diversity policy which contains processes and responsibilities to ensure that your recruitment journey is fair and unbiased.

We're committed to continually improving our practices and welcome any feedback via email: hello@makecic.org

Assistance, adaptations and adjustments

If there are any adaptation or adjustments we can make to assist you in your application or with our recruitment process, please let us know at hello@makecic.org