JOB DESCRIPTION
FACILITIES MANAGER

Job Purpose and Summary:

The purpose of this role is to lead the Facilities Management, and the health & safety, across Make CIC's portfolio of property in the Liverpool City Region. Make CIC operates a number of different buildings and land for the benefit of its community of interest. This is a mix of owned, rented, meanwhile and pop-up space, with many sub-letting arrangements within them.

Our property mission is to **run a secure, well-managed estate of welcoming creative spaces and places** - both within our own hubs and by supporting others to activate and manage buildings, land, and property in their communities. We are committed to keeping spaces affordable and accessible to sustain grassroots creativity and enterprise.

This role is critical to that mission so that we deliver our duties in relation to the safe and compliant use of buildings & land, in a way that is appropriate for the tenancy types.

Duties will include scheduling planned compliance and maintenance, dealing with responsive repairs, delivering statutory duties such as scheduling regular alarm testing, access, and risk assessments, and some high level property management compliance areas such as EICR tests, boiler inspections, LOLER reports, and compliance with other "big six" areas.

This role will hold and maintain relationships and contracts with Make CIC's suppliers, seeking to achieve best value, and pro-bono support where possible, in line with our social mission of keeping spaces affordable and accessible. Additionally the role will be the budget holder for lines related to building running costs. This includes managing property expenditure, such as utilities and service contracts - working closely with the Community Managers in their operational duties and the finance roles in theirs.

Make CIC is a place-based community interest company that owns, leases, and manages land and property for the benefit of its community of interest and the benefit of the places it operates, within the Liverpool City Region.

Across a number of different use types, Make CIC brings people together in buildings and on land with the aim to be accessible and affordable for its users. The organisation is also involved in supporting other pro-social, voluntary, community and charitable organisations with challenges around land and property.

Make CIC is working with national partners and funders, such as Power to Change and Kindred, as well as local partners and funders, such as the Leftback Collective, the Local Councils, and Combined Authority. Make is leading the way on innovative place-based regeneration work - and this role is to help manage the land and property associated with that work.

Job Title	Facilities Manager
Salary	£31,775
Contract	Fixed-Term for 12 months
Hours	Full-time 37.5 hours per week (5 days)
Location	Make CIC is based across the Liverpool City Region: Duties will take place in four areas: (1) Birkenhead, Wirral. (2) Vauxhall, Liverpool. (3) Huyton Village, Knowsley. (4) St. Helens.
Responsible to	Chief Executive Officer (CEO)
Benefits	30 days holiday pro-rata. Inclusive of statutory leave entitlement Flexibility around duties for hours and locations.
Working days	Monday - Saturday are normal working days and are managed through an in-advance rota around duties and responsibilities.

Responsible to:

The role will be responsible to the CEO for direction and performance.

Operational responsibilities:

The role will work with the Chief Operations Officer, and work alongside Community Managers, for the day-to-day operational activities of Facilities Management.

Operational responsibility for:

Buildings Custodial.

Responsibilities as an employee of Make CIC

As an employee everyone contributes to operational duties. We call this **The Make Way** and it ensures that we can deliver our mission and operate multiple hubs.

- Completing regular reports that monitor progress, KPIs, goals and objectives
- Supporting the running of the organisation with any operational or strategic needs, as and when required.
- Share in general operations duties of running buildings. This includes doing some "opens" and "closes" as part of the rota; dealing with general enquiries; doing training to ensure good health and safety, fire training, and first aid.
- Managing and reporting on any budgets or spending in relation to your work.
- 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.
- Actively pursuing, building and managing relationships with partners, neighbours and organisations in the Liverpool city region.
- 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 Liverpool and its profile.
- Working on Saturday's, with advance notice.
- Hold and manage budgets for facilities, including utilities, maintenance, and service contracts.
- Working with the community managers to ensure the health and safety is implemented
- Reporting on building information and use is captured.
- Staff and residents are trained to operate the buildings and comply with health and safety.