

Facilities Officer

£22,966-27,781 (per annum pro rata) for 21 hours per week (0.6FTE)

Signpost International SCIO is a Christian charity committed to tackling the root causes of poverty and inequality, both locally and internationally. Our work focuses on four themes of: food security; sustainable livelihoods; water and sanitation; and global citizenship.

While much of our work over the past three decades has focused on overseas programmes, since 2006 we have grown and strengthened our domestic activities to include a Global Citizenship Education programme and more recently a food security & food waste programme from our base at the Roundhouse in Dundee. Our vision is to create a unique educational hub within this space, inspiring young people & demonstrating sustainable living in a contextually relevant manner.

The Roundhouse comprises three distinct but inter-connected areas: a surplus food kitchen and growing garden, a learning centre with interactive exhibits, and rentable office & meeting space. We are keen to attract more tenants, increase visitor numbers, and develop our outside space and learning centre in line with our vision.

As the Roundhouse develops, we are looking for an enthusiastic and committed person who shares our vision and values to oversee the upkeep and expansion of the site, while maximising revenue through growth of income streams. The principal purpose of the job is to provide managerial and maintenance oversight of the Roundhouse building and grounds.

The ideal candidate will have experience working in facilities management, with a good understanding of applicable legislation, and a practical approach to work.

Candidates will ideally have experience working in a garden and/or facilities management role, and be passionate about making a difference in the lives of individuals and in the world. A good deal of adaptability will be needed for the role, and the successful candidate will need to be a self-starter able to lead on a variety of tasks. We value our people and are more interested in the individual than a candidate ticking every box, so even if you don't yet have all the skills but are a committed, enthusiastic person with a passion for good food, for justice, and for making a real difference in people's lives we would love to hear from you.

Applications, comprising a CV and cover letter detailing your skills and experiences – with specific reference to the role requirements contained in the job description and person specification – should be received by **5pm Monday 28th April 2025, with interviews in mid-May 2025.**

Applications and inquiries should be submitted by email to david@signpost-international.org