

## **Signpost International Job Profile - Facilities Officer**

### **Terms of reference**

**Salary** £22,966 – 27,781 (Pro rata and based on experience)

**Pension** Signpost International operates a contributory pension scheme which all employees are eligible to join.

**Holiday** 30 days per year plus 8 Scottish public holidays (pro rata).

**Hours** The normal hours of work will be 21 hours per week (0.6 FTE). Additional flexibility in working hours will be required due to some weekend work. Payment for overtime is not given but employees are entitled to time off in lieu.

**Reporting to** The Chief Executive and ultimately the Board of Trustees

### **About Signpost International**

Signpost International is a Dundee-based international development agency. We work in partnership with local organisations at home and abroad to support individuals & communities to be the drivers of their own change. With education as a cross-cutting theme we focus our projects across four key areas: Food security; Sustainable livelihoods; Water, Sanitation, & Hygiene (WASH); 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.

### **The Main Purpose of the Job**

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.

## **Core Responsibilities**

### ***Facilities Management***

1. Ensure UK project infrastructure at the Roundhouse is maintained and fit for purpose – i.e. café and kitchen, gardens and grounds, learning space, and offices.
2. Provide long-term comprehensive estates strategy and planning.
3. Liaise with other organisations that occupy space in the Roundhouse, and organise regular meetings to share information
4. Arrange for the advertising and letting of any vacant offices within the Roundhouse.
5. Ensure that basic facilities, such as water and heating, are well-maintained and that the building remains wind and watertight.
6. Oversee building projects, renovations, or refurbishments ensuring compliance at all times.
7. Ensure that facilities meet government regulations & environmental, health, & security standards.
8. Oversee & agree contracts and providers for services including utilities, security, cleaning, & maintenance.
9. Provide supervision & support for staff, contractors, and volunteers undertaking maintenance of the building & grounds.
10. Develop and drive forward organisational strategy towards Net Zero emissions.

### ***Organisational and Legislative***

1. Develop and review Health and Safety policies and procedures and keep abreast of current legislation.
2. Ensure the organisation has adequate insurance cover & disaster recovery procedures in place.
3. Arrange appropriate maintenance of equipment.

### ***Health and Safety***

1. Assume responsibility for Health and Safety matters across the organisation, including reporting of potential risks identified in line with policies and procedures and HSE requirements.
2. Ensure the safety of all persons on site (staff, volunteers, tenants, and visitors) in accordance with policies and procedural documents.

3. Identify risks involved in work activities and undertake such activities in a way that manage those risks.
4. Maintain work areas in a tidy and safe way and free from hazards.

**Corporate Responsibilities**

1. Ensure familiarity with, and adhere to, Signpost International’s policies and procedures and keep informed of all cross-departmental activities.
2. A commitment to Signpost International’s vision, mission, and values, and accepting of its identity as an international development and advocacy organisation actively engaged with the church.

Any other reasonable duties consistent with the responsibilities of the post as requested by the CEO.

**FACILITIES OFFICER - PERSON SPECIFICATION**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Proven Abilities &amp; Experience</b>	Demonstrable work experience as a Facilities Officer or similar role	Experience in Charity sector
	Experience managing people (paid staff and volunteers)	
	Ability to assess and manage risk within organisational and operational settings	
	Able to prioritise and handle a complex, varied workload	
<b>Knowledge and Skills</b>	Knowledge of Health and Safety and associated legislative requirements	
	Strong practical and DIY skills	
	Knowledge and experience of gardening	Certificate or equivalent in Horticulture or a related subject
	Excellent interpersonal skills with the ability to build effective relationships, both internally and externally	Negotiation skills and experience

	Excellent analytical and problem-solving skills and confidence with decision making	
<b>Education &amp; Training</b>	Evidence of continued professional development	Certificate or equivalent in Facilities Management or a related subject
<b>Special Qualities</b>	A track record that demonstrates energy and creativity, and the ability to successfully prioritize and manage competing priorities.	Able to take a practical, flexible, and innovative approach to work.
	A commitment to Signpost International's vision, mission, and values, and accepting of its identity as an international development and advocacy organisation actively engaged with the church.	