



Job Title: Regional Facilities Coordinator
Reporting to: Regional Facilities Manager
Direct Reports: 11

Job Band: Band 5
Size of Team: 100

The Regional Facilities Coordinator will be responsible for ensuring that facilities across the region are well maintained, managing maintenance, repairs, insurance, suitability and access for members and external bodies. In addition, they lead on the project management of small & medium sized facilities projects to include refresh upgrades, regulatory upgrades to include CQC & HSE compliance across our owned & leased portfolio. This role will also include contract management and financial reviews with our key supply chain contractors either regionally or representing the region across national suppliers.

Key Responsibilities

- Update and maintain the property database, running routine queries and reports, implementing a process of continuous improvement of data in conjunction with unit leaders and property custodians
- Manage and communicate the insurance requirements for the buildings to NHQ for annual policy review for SJA owned, leased & spot hire venues
- Establish and maintain an up to date progress spreadsheet for rental incomes to properties
- Respond to queries raised by volunteers, CPG, RHQ staff and NHQ property matters including repairs, improvements, general maintenance, disposals & project work including refurbishments
- Establish and manage a system for buildings access across the region to provide accessibility for all internal and external customers
- Work with the Health and Safety, Environmental Officer, Regional Leadership Team & all service users to ensure properties are well maintained and compliant with the latest legislation including CQC readiness. Providing risk management register & maintaining progress alongside the Assurance Manager whilst taking part in cross functional workshops as & when required
- Assess the viability of contracting maintenance and repairs for facilities with a regional contract; working to Shared Services and NHQ in the design of a tender document, this includes contractor's performance & financial review
- Assist in the development of a marketing strategy to maximise tenancy and secure additional income for the charity through lettings and hirings
- Provide support on implementing a process to successfully manage room bookings, working with property custodians, volunteers & Work Place Training in the implementation whilst ensuring volunteers and training requirements are prioritised
- Maintain the paper files of the property department, ensuring that letters, papers and reports are properly filed in individual property files
- Liaise with external consultants regarding lease renewals, negotiations, design, development and other business related property
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

You will

- Be able to work on your own initiative and be highly motivated to achieve both personally and within a team
- Have willingness to learn and adapt new skills



BE PART OF A LIFE SAVING TEAM



Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level (Grade C) or equivalent including .Maths & English		
Membership of or working towards a facilities Management accreditation		
Experience		
Previous experience within a facilities function		
Negotiating and managing suppliers and contracts		
Experience of project management such as refurbishment projects		
Use of computerised data management systems		
Proven experience in developing and maintaining customer relationships and stakeholder engagement		
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels		
Ability to use Microsoft® applications at intermediate level		
Ability to prioritise		
High levels of attention to detail		
Excellent verbal and written communication skills		

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

Date of preparation: 20/10/2016