

# Blackburne House Group Facilities Manager Vacancy Pack



BLACKBURNE  
HOUSE



# Welcome

Thank you for your interest in applying for the role of Facilities Manager at the Blackburne House Group.

We've put together some information below which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website [www.blackburnehouse.co.uk](http://www.blackburnehouse.co.uk) for greater detail on the organisation. Please contact us for a more in-depth discussion if you'd like more detail on the role after reading through this pack.

## For More Information about the Role

If you require further information about this role, please email [pamdwyer@blackburnehouse.co.uk](mailto:pamdwyer@blackburnehouse.co.uk) to arrange a discussion.

## Deadline for receipt of applications:

Friday 3rd May 2024, 5pm

## Application Procedure

The Blackburne House application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned by the above closing date to Pam Dwyer, Blackburne House, Blackburne Place, Liverpool L8 7PE. Alternatively email your completed application and monitoring form along with a covering letter to [vacancies@blackburnehouse.co.uk](mailto:vacancies@blackburnehouse.co.uk)

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated but as a charity we unfortunately do not have the resource to respond to every application that is made.

In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, you must be eligible to live and work full time in the UK. Documented evidence of eligibility will be required from all potential employees as part of the recruitment process.

## The Blackburne House Group



Blackburne House Group is a training led organisation, which delivers high quality training and education services. We're based in a beautiful Grade II listed building, situated in Liverpool's famous Hope Street quarter, close to the city centre.

Attracting thousands of visitors each year, our facilities include an education centre for women, the School for Social Entrepreneurs North West, a thriving bistro, a women's wellness centre, excellent conference facilities and a 30 place nursery. From the beginning, these highly acclaimed and flourishing social enterprises have supported our educational aims and provide tangible examples of how new markets can be used to serve local communities.

### About the Role

We are seeking a Facilities Manager to help us to maintain our building, provide support to our conference centre and to provide a courteous and efficient service to all staff and users of Blackburne House.

We pride ourselves on being a friendly and caring organisation. As a member of staff you will benefit from; discounted on-site parking for staff, an extra days leave each year for the first 5 years, an additional day's leave for your birthday, Employer Pension contributions, staff discount in the Bistro, Nursery, and Conference & Events Hire and access to wellbeing services.

As an equal opportunities' employer, we welcome applications from all suitably qualified persons and would particularly welcome applications from Black and Ethnic Minorities, disabled people and LGBTQ+ people.

*A disclosure from the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB), may be requested in the event of a successful application to this post. All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Blackburne House is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people.*

## About You



We are looking for someone who understands how to implement and manage all areas of Health & Safety at work and someone who is aware of the importance of security controls. Our Facilities Manager must be flexible in their approach to work and have good communication skills to work well as part of a team.

We're looking to welcome someone into our team that shares our Values and is able to form positive relationships and work with openness and integrity. During any employment with Blackburne House you will be expected to conduct yourself in a manner appropriate to the professional image of the Institution. You will be expected to provide a prompt and efficient service and to maintain appropriate standards of professionalism and of personal appearance at all times.

# Job Description

**Post** Facilities Manager

**Salary:** £28,000 per year

**Location:** Blackburne House, Blackburne Place, Liverpool, L8 7PE

**Flexibility:** There is an expectation that the successful candidate will be willing to adapt their working hours to suit the needs of the organisation, including evening and weekend work.

## Main Purpose

- To provide comprehensive and efficient building and facilities services throughout the Blackburne House Estate, ensuring that, at all times, the building and facilities meets the needs of both internal and external clients.
- To manage and undertake the provision of caretaking, housekeeping and day to day maintenance of the Blackburne House Estate.

## Main Duties

### Health & Safety Accountabilities

- To ensure that Health & Safety policy is updated in line with legislative changes as and when required.
- To ensure good health and safety practices are implemented and maintained throughout the building including all staff, departments, and visitors.
- To ensure that fire and security systems are maintained in optimum working order with appropriate record keeping, testing and drills.
- To manage and support the Corporate Services Team in all aspects of security.
- To be the key holder and responsible for building security, ensuring that security issues are dealt with immediately, where necessary liaising with the appropriate authorities.
- To provide and manage competent assistance in emergency situations and undertake all reasonable precautions for fire prevention.
- To ensure heating and lighting systems are maintained and are as cost effective as possible.
- To be responsible for ensuring that the statutory number of first aiders are trained and in operation within Blackburne House.
- To be the representative for events at weekends (when applicable) and to ensure that all Health & Safety standards are met.
- To ensure the security of the building including all public and non-public areas and to undertake general patrols of the site to include all public and non-public areas.

## **Maintaining the Building and Resources**

- With the support of the Leadership team, you will be responsible for maintaining the Blackburne House Estate to the high standards expected by all stakeholders and visitors.
- To ensure that the Blackburne House Estate is maintained in accordance with our statutory obligations of a Grade II listed building.
- To ensure there is a cyclical programme of repairs and renewals across all buildings and the estate is maintained to a very high standard. This may include aspects of painting and decorating.
- To liaise with the Heads of Departments to identify, prioritise and carry out repairs where appropriate across the group.
- To support the move of furniture and equipment around the building supporting, as needed, the facilities, conferencing & events functions including assisting where required with technology.
- Provide a courteous and efficient service to all staff and users of Blackburne House.
- To identify, prioritise, cost and plan for any equipment repairs across all business areas wherever required.
- To liaise with the I.T. lead to ensure that all I.T. systems such as computers, telephone and photocopiers work effectively.

## **Maintenance of the Grounds**

- To ensure that all external areas are kept free from litter and kept clean and safe.
- All areas are clear and furniture/equipment is secure at the end of the day or event

## **Finance and Administration**

- To work with the Finance lead to help define departmental budget.
- To ensure that departmental spending remains within allocated budget.
- To prepare, maintain and update records, contracts and policies, reporting on them as and when required.
- To participate and contribute to relevant meetings.
- To benchmark services and carry out regular retendering processes for cleaning, maintenance and security contracts.
- To follow all Blackburne House processes and procedures.

## **Staff Management Accountabilities**

- To line manage the facilities team, ensuring they meet key performance tasks and participate in regular 1:1s and appraisals.

# Person Specification

## Essential Knowledge, Experience and Skills

- Managing staff and leading teams, ideally within a facilities and or / cleaning context
- Managing and implementing all areas of Health & Safety at work and manual handling.
- Managing contracts, contractors, renewals or sourcing suppliers.
- Knowledge of the importance of security controls.
- Maintenance experience skills
- Relevant qualifications and training in areas such as Health and Safety and First Aid.
- Excellent communication skills.
- Real commitment to working as part of an essential team and willingness to take part in staff training & development.
- Able to apply problem solving skills on a regular basis.
- Able to interact and network with a variety of people.
- Can work collaboratively in a team environment but also able to work independently
- Commitment to the aims and objectives of Blackburne House and to equality of opportunity.
- Proficient in all Microsoft packages.