

The Sussex Archaeological Society

Job Description

Job Title	Facilities Manager
Location	Michelham Priory – main location May be required to assist at other sites
Reports to	Property Manager
Reporting to Post Holder	Volunteer maintenance team Cleaner
Main Purpose of the Job	To support the core operations of the business and ensure that the buildings and services meet the needs of the site users. Oversee & agree contracts and service provisions for security, cleaning, buildings maintenance and parking. Act as Duty Manager on a rota basis.

ACCOUNTABILITIES

1. Lead on the facilities management for the site, manage the volunteer maintenance team and allocated resources and manage works undertaken under contract.
2. Develop and implement the maintenance programme for the site.
3. Ensure that the site meets high standards of safety, presentation and cleanliness.
4. Ensure that all of the agreed preparations are undertaken in advance of events and functions including the Great Barn and car park and that they are restored afterwards.
5. Be responsible for site security and safety and undertake site checks such as fire assessments and alarms.
6. Act as Duty Manager on designated days (at least two days per week) on a rota basis.

Key Tasks	Approximate % of time allocation
Develop and implement the maintenance programme for the site. Undertake remedial works and regular routine maintenance and repairs to maintain the property in good condition.	25%
Lead and motivate a small team of staff ensuring that they perform to a high standard and that they receive training and support in the work that they undertake.	10%
Commission contracted works on site and provide supervision to ensure that these are undertaken to the specified standard.	5%

Responsibility for site security including opening and closing the property, setting alarms, ensuring that the correct procedures are followed and undertaking daily site inspections.	10%
Ensure that the preparations of the site are undertaken for events and functions e.g. erecting marquees, setting out chairs and tables, lighting and signage.	15%
Undertake administrative tasks relating to the operational management of the site and manage allocated resources.	10%
Provide support as required with till operations on site, which will involve cash handling and occasional cover at the Gatehouse for short periods.	5%
Implement Health and Safety measures across the site ensuring that the site is operated in a safe manner with respect to all users (visitors, staff, volunteers and contractors). Conduct risk assessments and review procedures as necessary in consultation with your manager.	15%
Ensure a high standard of cleaning throughout the site.	5%

Please note that the role involves manual lifting and handling and may involve ongoing physical effort, working at heights, in confined spaces and exposure to chemical substances on occasions.

There is a requirement for regular weekend working and bank holidays on a rota basis and will include some evening work, particularly in the summer season.

Please note that Michelham Priory is in a rural location without ready access to public transport particularly in the evenings and at weekends. The job requires driving to collect materials and meet suppliers etc. and to drive machinery and vehicles on site e.g. Gator. transporting heavy items by van, car or Gator.

This job description sets out the key accountabilities of the post at the time when it was drawn up and is not an exhaustive list. The Society reserves the right to request staff to undertake work of a similar nature which might not be listed on the job description.

Person Specification – Facilities Manager

Criteria	Competency	Essential	Desirable
Key abilities and skills	Good organisational ability in a busy work environment	√	
	Good written and oral communication skills including keeping accurate records.	√	
	The ability to lead and motivate others		
	Highly competent in range of practical maintenance tasks/disciplines	√	
		√	
	An appreciation of customer care and good interpersonal communication skills	√	
	Administrative skills and ability to use standard Microsoft office computer applications	√	
	The ability to handle cash and operate tills (training provided)	√	
	A driving licence to drive a car or van, tractor and towing trailer.	√	
Education & Qualifications	A relevant property qualification for example, maintenance, estates, facilities management, surveying or equivalent work experience		√
	First Aid certificate (training provided)	√	
Knowledge & Experience	Knowledge of the heritage sector with experience of property or facilities management or maintenance including Listed Buildings and Scheduled Ancient Monument compliance	√	√
	Demonstrable experience of undertaking or supervising under contract a range of property maintenance functions preferably including historic buildings	√	
	A good understanding of health and safety legislation, policies and procedures applied to operational site maintenance.	√	
		√	

	A good understanding of site security		
	Awareness of equality and diversity applied to service area	✓	

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