

## **Facilities & Estates Manager**

### **About the Role**

Reporting to the Director of Sustainability, you'll take the lead on ensuring our buildings are safe, compliant, and fully operational. In this role, you'll be right at the heart of our on-site operations, taking a proactive and highly practical approach to problem solving. This position is ideal for a hands-on leader who enjoys being out on the floor identifying issues before they arise and working alongside the team to resolve them. You will be the primary point of contact for all building-related matters, blending strategic oversight with "tools-on" technical support, meaning no two days are the same.

You'll supervise the small Facilities team at our Amesbury and Sheffield offices, and coordinate facilities support for our regional sites in Bristol, Edinburgh, and Kent. From organising repairs and inspections to overseeing contractors and managing planned maintenance, you'll play a key role in keeping people safe and workplaces running efficiently.

Alongside the facilities work, you'll support the management of our estate, including lease administration, servicing schedules, compliance checks, and working with suppliers and landlords. You'll also play a vital role in our sustainability mission helping us gather environmental data, improve our energy and waste performance, and support our journey to Net Zero.

### **Key Responsibilities**

- **Active Site Management:** Conduct daily "boots-on-the-ground" site inspections to ensure all building systems, safety protocols, and aesthetic standards are met.
- **Direct Maintenance:** Manage minor reactive repairs (basic plumbing, carpentry, or electrical resets) and supervise complex technical works directly at the point of delivery.
- **Team Leadership:** Lead a multidisciplinary team by example. You aren't just managing schedules; you are on-site guiding the cleaning, security, and maintenance staff during peak operational periods.
- **Contractor Supervision:** Oversee third-party contractors while they are on-site to ensure work quality, health and safety compliance, and minimal disruption to operations.
- **Emergency Response:** Act as the first line of defence for site emergencies, including fire alarm activations, leaks, or power failures, providing immediate physical intervention and coordination.
- **Compliance & Safety:** Maintain the site's health and safety records by personally verifying that all physical assets, from fire extinguishers to HVAC units are serviced and compliant.
- **Sustainability:** Supporting property lease compliance and estate administration, working with procurement to source sustainable, cost-effective services and Providing data to support carbon reporting and sustainability improvements.

### **What We're Looking For**

- Experience in facilities, estates, or building management
- Strong practical skills and confidence dealing with maintenance issues
- Ability to supervise a small team and coordinate workloads
- A strong understanding of health and safety requirements
- Strong organisational and communication skills
- Willingness to travel to various UK sites as needed

Experience with leased properties, contractor management, or sustainability initiatives would be advantageous.

### **Why Join Us?**

You'll be part of a supportive team that's passionate about improving our working environments and driving sustainability across the organisation. This is a varied role where you'll see the impact of your work every day, with opportunities to develop your skills and influence how our estate operates

### **What can you look forward to?**

Our focus is on creating a collaborative culture where people can thrive, develop and where safety and wellbeing come first. From anonymising candidate data in our recruitment process to continuous improvements in our benefits, we're committed to creating a safe, fair, and inclusive working environment.