

Title: Facilities Manager

Reports To: Head of Operations

Location: Emergency Air Operations Base, Gloucester Rd, Almondsbury, BS32 4FB



Charity Profile: We are Great Western Air Ambulance Charity (GWAAC), dedicated to the provision of air ambulance and critical care services across Bristol, North Somerset, Bath & North East Somerset and all of Gloucestershire. From fundraisers to highly skilled paramedics and senior consultants, we are a team working to save lives that would otherwise be lost. The job is high pressure, but it is deeply satisfying, and every member of the team is committed to this service, and to saving as many lives as we can.

Job Summary: The Facilities Manager is responsible for the operation and maintenance of all GWAAC building systems and services including the charity office, airbase and shop premises; ensuring legislative and regulatory compliance is maintained and best practices are followed to provide a safe and efficient working environment for all GWAAC employees, crew, visitors and their activities.

Hours of work: Flexible depending on applicant - 21 to 35 hours a week over 3 to 5 days.

Salary: £26,785 FTE

Core responsibilities:

- support the Head of Operations in both strategic facilities planning and day-to-day operations in relation to buildings, premises and health and safety management
- ensure building systems and services meet health and safety requirements and comply with legislation and regulations
- plan for future estate development in line with strategic objectives
- support the CEO, helping develop options for new premises
- plan best allocation and utilisation of space and resources for new buildings, or re-organising of current premises
- manage and lead change to ensure minimum disruption to core activities
- assist clinical staff with the management of equipment and contracted services
- support the wider charity team as required
- liaison with landlords where GWAAC occupy rented facilities
- liaison with tenants where GWAAC acts as landlord
- liaison with GWAAC's aviation contractor regarding its use of GWAAC facilities
- lead health and safety training, induction and mentoring
- oversee core health and safety functions including incident reporting, risk assessment and risk management
- oversee facilities management contracts
- project manage, supervise and coordinate the work of contractors
- calculate and compare costs for required goods or services to achieve maximum value for money
- check that agreed work by staff or contractors has been completed satisfactorily and follow up on any deficiencies
- direct, coordinate and plan essential services such as security, maintenance, cleaning, waste disposal and recycling
- monitor achievement of agreed service levels and lead on improvement
- respond appropriately to building-related emergencies or urgent issues as they arise and manage the consequences as appropriate.

This description does not attempt to describe all the activities of the post but rather illustrates with examples the main role of the post holder. It is therefore subject to alteration and development.

Person specification

	Essential	Desirable
Education and qualifications	Evidence of a good standard of general education, to include English and Maths.	Qualification in health and safety and/or facilities management.
Previous experience in	Facilities management. Health and Safety. Project Management. Contract management.	NHS/air ambulance/air base/charity. Personnel management. Property development. Building/maintenance trade.
Skills, knowledge, ability	Ability and skill to take a long term view of property management, development and portfolio planning. Computer literate with experience of Microsoft Office applications. Report writing. Able to prioritise and meet deadlines, maintaining accuracy and quality of work.	Policy development. Options appraisals. Chairing and administering meetings. Knowledge of confidentiality and data protection requirements.
Aptitude and personal characteristics	Good interpersonal and communication skills. Ability to work as part of a team. Reliable with a good attitude to attendance and punctuality. Demonstrate a can-do attitude, being willing to work flexibly, unsupervised and on own initiative to identify and solve problems. Committed to the vision, values and work of Great Western Air Ambulance Charity, and our partners in the NHS. Committed to safeguarding, equality, diversity, sustainability and social responsibility. Compliance with organisational policies, procedures and Codes of Conduct. Able to pass Police security clearance checks and satisfactory DBS check if required.	

The post holder will be required to hold an Honorary Contract with South Western Ambulance Service in order to secure access to relevant records. This will be arranged following the job offer being made.