**FareShare**

**Job Description – Facilities Manager**

**Reporting to:** **Senior Operational Compliance & Continuous Improvement Manager**

**Location:** Linked to UK sites (Merseyside, Southampton, Ipswich, London or Sheffield) - regular travel to Deptford, London and occasional UK wide travel required

**Contract:** Fixed Term ending 31st March 2022

**Hours:**  Full time (35 hours)

**Salary:** £28,000 TO £32,000

**About FareShare**

FareShare is the UK’s national network of charitable food redistributors, made up of 17 independent organisations. Together, we take good quality surplus food from right across the food industry and get it to almost 11,000 frontline charities and community groups. We support 10,962 local charities and community groups. Over the past year 24,074 tonnes of food were redistributed by FareShare Regional Centres and FareShare Go nationwide, our charity network serves 933,578 people every week.

Hunger is a growing issue in the UK and while there is surplus food that is otherwise going to waste, we believe that this food should be used to feed people first.

**FareShare’s Strategy & Vision**

**Vision**: We have the vision of a UK where “No good food goes to waste”.

**Mission**: To use surplus, fit for consumption, food to feed those who are vulnerable in the UK by supporting front line charitable organisations that tackle the cause and not just the symptoms of food poverty.

**Our Purpose:** **We are doers. We are a community. We change lives.**

**Our Values: Passion** – for our cause and the challenge that lies ahead

**Ambition** – to go the extra mile and drive the change that must happen

**Respect** – for ourselves, each other, our volunteers, our partners and our beneficiaries

**Collaboration** – it’s only by working with others that we can be stronger

**Focus** – on providing the best service possible so that we deliver and

achieve the most for our clients/customers.

**The role**

As the FareShare UK (FSUK) Facilities and procurement Manager you will be responsible for the staff and volunteer facilities and offices at our two London premises, our Sheffield office and the three FSUK Regional Centres.  You will be the main contact for third party contractors, liaising with them and organising anything from ad hoc and emergency repairs to the facilities by an electrician, plumber or handy person, through to sorting out problems with the internet connection, ensuring proactive maintenance is carried out or that vehicle insurance claims are progressing.

You will also be responsible for managing FSUK’s contracts, from photocopiers to van insurance; maintaining records and liaising with team members to ensure everything from renewals to fixes happen promptly and effectively.

You will oversee the Health and Safety compliance within our London and Sheffield offices and the shared staff/volunteer facilities in the London locations.

**Main areas of responsibility**

We are looking for a person who is of the right fit for this role, as much as an experienced facilities Manager. The ideal candidate will have experience in managing and delivering projects and have a positive can-do attitude with practical, logical problem-solving skills. They should be able to proactively identify how to make the work environment better and help everyone to do their jobs as well as possible. Consulting with key stakeholders as appropriate on process change or during projects.

They will be a superb communicator so that everyone will be understanding if and when things go wrong. Everyone will also understand that there is a collective responsibility for the spaces we occupy.

They will have excellent organisational skills and be process driven so that when something breaks, or someone needs something to support their work, they know the process to follow and, if appropriate, who to call.

They will have the people skills to turn low level of frustrations, which hinder productivity, into a positive experience.  They will facilitate a culture of processes, proactive training to enable prevention of problems and planning ahead which is professional, cost effective and efficient.

**Job Responsibilities**

* Ensure that the office, staff/volunteer areas of the premises and environment are safe, secure, suitably equipped and functioning to support all staff and volunteers to do their job.
* Ensure all office equipment is serviced and operating fully
* Ensure that all employees working from home have the right kit to do so safely
* Ensure that all costs are to budget and review the office budget annually, forecasting appropriately
* Maintain and update the IT asset register for all equipment
* Order all IT equipment and manage the process to ensure that Ramsac support the setting up of new IT users
* Manage and maintain all FSUK facilities related contracts
* Liaise and negotiate with contractors ensuring jobs are done safely, well and at the right price
* Quality check work by contractors to ensure high standards
* Ensure contracted works come in on budget
* Ensure all internal resources are managed e.g., telephones and electricity supply
* Ensure the fabric of the London, Sheffield and FSUK Regional Centre offices are maintained
* Liaise with the landlords, as required, to resolve issues
* Manage the cleaning contracts in the London locations
* Liaise with alarm companies to ensure all alarms are serviced across the FSUK estate.
* Ensure equipment receives annual servicing as required, e.g., air conditioning units
* Ensure PAT testing, Fixed Wire Testing is undertaken across the estate
* Organise annual Fire Risk Assessments and safety checks of extinguishers, emergency lighting and alarm equipment across the estate
* Keep a record of all office management related contracts, including renewal dates and costs
* Assist with the selection of new suppliers as required
* Ensure that the meeting rooms in the London and Sheffield offices are of a suitable standard for hosting internal and external meetings
* Support the FSUK Sites in the procurement and maintenance of vehicles and warehouse equipment.
* Ensure that all warehouse equipment is adequately insured and hold these records along with an asset register for each site.
* You will be an active and reliable member of the H&S Safety Committee
* Reporting key updates to relevant stakeholders as/where required

**Projects to be taken forward to business as usual in 2021**

* Protective Clothing and Protective Personal Equipment for Covid – Coordination of donors and purchases for FareShare across all locations
* Cleaning contractor sourced, agreed and in place in London Offices
* Ensuring that all safety arrangements, as per the H&S policies, are in place and readily accessible and adopted
* Upgrade/demolish of server room at the London Office
* Desktop Computer Upgrade to Windows 10 and redistribution of hardware for the UK employability program
* Procurement of new eco-vans
* Full PAT testing program including remote worker equipment
* Full Working from Home DSE assessments and options / costings
* First Aid Stations and H&S notices standardisation
* Room and Seat booking App - source and launch for offices, monitor user adoption
* Full preventative maintenance contracts in place and facilitated for essential kit
* Move all appropriate mobile phone sims onto data only, with coms plan and set up to 8X8 internet phone system, ensuring technical issues resolved.

**Skills and experience**

* Evidence of previous experience to indicate suitability against the job description.
* Demonstrable evidence of an organised approach to a heavy workload with a focus on proactive rather than a reactive working style.
* Ability to set and stick to priorities
* Excellent communication skills
* Good budgeting skills and appetite for delivering value for money
* Preparedness to roll sleeves up and get stuck in to solving problems
* Good IT skills and self-sufficient on all standard Microsoft systems

**Competencies and behaviours**

* Excellent oral and written communication skills
* Gravitas and credibility to deal with varying internal and external audiences
* Able to demonstrate respect for work colleagues and FareShare beneficiaries
* A positive and “can-do” attitude
* Being Process driven
* Finding solutions to complex problems
* Work with key stakeholders to find solution to their facility issues
* Project management and planning skills
* Attention to detail and record keeping

**Desirable Competencies and Behaviours**

* Qualified and experienced in managing Health and Safety
* An understanding of, and passion for, the mission and values of FareShare