

**Facilities Officer**

**Introduction**

Warwickshire Wildlife Trust (WWT) is one of the 46 UK Wildlife Trusts. Established in 1970 we are a grass roots organisation governed by 14 trustees elected from a membership of 30,000 people, 99% of whom live in the county, and supported by 700 active volunteers. We manage an estate covering 1,000 hectares in Warwickshire, Coventry and Solihull and no one living or working in that area is more than 6 miles from one of our 66 nature reserves.

As members of the influential network of Wildlife Trusts, we are part of a collective covering the whole of the UK with 870,000 members, 32,500 volunteers, 2,500 staff and 600 trustees, all working together through a central unit, the Royal Society of Wildlife Trusts (RSWT). Together we are on a mission to restore a third of the UK’s land and seas for nature by 2030. We believe everyone, everywhere, should have access to nature and the joy and health benefits it brings. Each Wildlife Trust is an independent charity formed by people getting together to make a positive difference for wildlife, climate and future generations. Together we care for 2,300 diverse and beautiful nature reserves and work with others to manage their land for nature, too.

WWT is embarking on an ambitious new ten-year strategy. By 2030 we want to have put wildlife into recovery by creating more space for nature with more people on nature’s side.

Our visitor centres and buildings (Brandon Marsh, Coventry, Parkridge Centre, Solihull and Hams Hall Environmental Studies Centre, Coleshill), play a crucial role in delivering that strategy. As part of our strategy to reach 1in4 people, we will invest in our assets, creating vibrant, engaging, inclusive discovery centres and sites that support nature’s recovery and inspire people to take action.

We are looking for a practical and proactive individual to take care of the Trust’s premises, overseeing the general upkeep of our facilities and equipment. The role will ensure that the buildings and surrounding areas are safe for the organisation's staff and for visitors and that the buildings meet all necessary health and safety standards and building regulations.

In return we can offer you a varied role, daily interaction with highly committed colleagues passionate about their work and bases set at our flagship visitor centre, Brandon Marsh and at our Parkridge Centre in Solihull and at the site at Hams Hall in Coleshill.

If you are interested in using your expertise to help us then we would be delighted to receive your application.

**Job Description**

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| --- | --- |
| Accountable to:  | Director of Finance and Support Services |
| Location: | This role is contracted at either Brandon Marsh Nature Centre, Brandon Lane, Coventry, CV3 3GW or Parkridge Nature Centre Brueton Park, Warwick Rd, Solihull B91 3HW. The role will spend time across the Trust’s three sites in Coventry (Brandon Marsh), Solihull (Parkridge Nature Centre) and Coleshill (Hams Hall Environmental Studies Centre). The role is not suitable for home working under the Trust’s agile working policy.  |
| Salary: Benefits:  | Grade 2a (£22,932 to £28,022 dependent on experience)Employers’ pension contribution up to 7% (with 4.5% from employee)25 days holiday plus bank holidaysAccess to Electric Vehicle salary sacrifice schemeEmployee Assistance ProgrammeDeath in service benefit equivalent to 3x salary |
| Responsible for:Liaison with:  | Maintenance volunteersColleagues across Warwickshire Wildlife Trust, contractors, volunteers, officials from regulatory bodies (HSE, Local authority, Fire & Rescue Service, Environment Agency etc) |
| Hours:  | Full time, 35 hours per week |

**Role purpose**

The Facilities Officer will be responsible for carrying out routine works and inspections relating to the Trust's planned preventative maintenance schedule and compliance, with the ability to react and respond to any unexpected maintenance issues or emergencies across our built estate (Brandon Marsh, Parkridge Nature Centre and Hams Hall Environmental Studies Centre).

The role will also support the long-term care of our buildings and coordinate maintenance and management plans for all Trust premises.

***1. Facilities and Site Maintenance***

**1.1** Support the development of the visitor centre and office maintenance plans and the subsequent delivery of them.

**1.2** Perform preventative maintenance at all three sites, as required.

**1.3** Carry out basic repairs and maintenance at all three sites, as required.

**1.4** To repair / replace minor breakages and damages

**1.5** Liaise and appoint contractors to undertake more significant works

**1.6** Ensure safe storage and upkeep of facilities and maintenance tools and equipment

**1.7** Work with key contacts to identify and resolve issues relating to buildings and equipment

**1.8** Work with the Visitor Experience Manager to ensure the areas immediately around the visitor centres are well maintained and add value to the visitor experience and with the Tame Valley Wetlands Manager to ensure that the Hams Hall site is similarly well maintained.

**1.9** Support on facilities’ resilience planning and developing contingency procedures

**1.10** Support the Trust’s transition to carbon reduction strategies (e.g. coordination of installation of onsite solar panels, maintenance of EV chargers, low carbon heating introduction at Hams Hall).

***2. Health & Safety***

**2.1** Responsible for health and safety considerations at Trust premises, including site and buildings, risk assessments, emergency plan and fire plan

**2.2** Responsible for the maintenance of Trust buildings via environment and workplace checks and maintenance plans

**2.3** Maintain up to date knowledge of all relevant legislation and support ongoing compliance

**2.4** Oversee all maintenance and premises contracts, while ensuring high standards are maintained during each working day

***3. Management***

**3.1** Induct, train and support facilities volunteers

**3.2** Supervise external contractors, ensuring contractual compliance.

**3.3** Manage relationships with external contractors instructing them to carry out work ensuring quality standards and value for money

***4. Budgets and Planning***

**4.1** Input into the annual facilities and maintenance budget

**4.2** Monitor and report on agreed budget

**4.3** Compliance with the purchasing and procurement policies of the Trust.

***5. General Responsibilities***

**5.1** Promote the work, mission and vision of the Trust at all times.

**5.2** Work across teams to develop and implement activity plans across the 2030 strategy business plan.

**5.3** Use every opportunity commensurate with other duties to contribute to the Trust’s membership recruitment, fundraising and engagement of people.

**5.4** Ensure a high level of customer service in all dealings with the public.

**5.5** Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Trust.

**5.6** Work within all the policies and procedures of the Trust, ensuring own compliance with the Trust’s health and safety policies and procedures and that of any resources for whom you are responsible.

**5.7** Work at all times within the Warwickshire Wildlife Trust’s Equal Opportunities Policy and to promote equal opportunities.

**5.8** Comply with all legal and contractual obligations concerning the responsibilities of your post.

**5.9** Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the Chief Executive.

**Person Specification**

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| --- | --- | --- |
| **Experience**  | **Essential** | **Desirable** |
| Demonstrable amateur or professional capability in DIY and/or maintenance  | **✓** |  |
| Relevant qualifications in electrical works / plumbing / maintenance |  | **✓** |
| Health and safety qualification, for example IOSH and an understanding of all associated codes of practice |  | **✓** |
| Experience of using hand tools and power tools and maintaining them to the required standards | **✓** |  |
| Working with volunteers |  | **✓** |
| Working knowledge of the appropriate regulations and procedures for facilities and maintenance  | **✓** |  |
| **Skills** | Essential | Desirable |
| To determine and manage priorities and able to plan short and medium term | **✓** |  |
| Able to carry out procedures, routines and to follow instructions | **✓** |  |
| To work on own initiative and be proactive | **✓** |  |
| To have excellent communication skills  | **✓** |  |
| Able to deal with a range of people | **✓** |  |
| Flexible approach and can adapt to changing demands | **✓** |  |
| A full United Kingdom (European Communities Model) driving licence or international equivalent | **✓** |  |
| A solution finder who can demonstrate the ability to resolve issues as they arise. | **✓** |  |
| An eye for detail to resolve the cause of an issue and not just the symptoms | **✓** |  |
| **Personal Qualities** | Essential | Desirable |
| Ability to motivate, enthuse and engage with a range of people | **✓** |  |
| Willingness to get involved, striving to make a good impression | **✓** |  |
| Ability to maintain high levels of enthusiasm, positivity and self-motivation | **✓** |  |
| Ability to be proactive and organise own workload but also likes to work as part of a small team  | **✓** |  |
| Commitment to equality, diversity and inclusion | **✓** |  |

**GENERAL INFORMATION FOR THE POST**

**Warwickshire Wildlife Trust**

Further information can be found on our web site: [www.warwickshirewildlifetrust.org.uk](http://www.warwickshirewildlifetrust.org.uk)

**Selection and Assessment**

The candidates who appear to best meet the person specification will be invited to attend for interview. We recommend that applicants pay particular attention to demonstrating how they meet the person specification on the application form.

The assessment will consist of an interview designed to give candidates an opportunity to demonstrate their skills and suitability for the post. Details will be sent to short-listed candidates.

Please let us know if you require any adjustments to make our recruitment process more accessible.

**The application deadline will be 11th March 2025, though we may close the application process early at our discretion. Subsequent assessments for short-listed candidates will be in mid to late-March.**

**Appointment**

All our offers of employment are made, subject to some pre-employment checks including: Satisfactory References, checks on eligibility to work in the United Kingdom, checks on relevant certificates. Due to the anticipated level of contact with children or other vulnerable members of society involved with this role, a satisfactory Criminal Records Bureau/Independent Safeguarding Authority check is required.

**Salary**

Your salary will be based on your skills, knowledge and experience. You will be paid monthly in arrears by credit transfer to a bank or building society account.

**Location**

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Employees may be required to work at other Trust or non-Trust sites from time to time. The successful candidate will be expected to travel to visit sites within the project area, some of which are in remote locations and may include rough terrain. The role will involve some lone working.

**Hours of Work**

Our employees work a 35-hour week (full time). In view of Warwickshire Wildlife Trust’s work, employees can be called upon from time to time to work a reasonable period outside of the set hours. No overtime will be payable.

**Holiday Entitlement**

Our holiday year runs from January to December. Full time employees get 25 days holiday per year plus bank holidays. For permanent members of staff this increases to 27 days after 2 years continuous service and 28 days after 5 years continuous service.

**Pension**

You will be automatically enrolled in the Warwickshire Wildlife Trust Stakeholder Pension Scheme if you meet the eligibility criteria, though you may opt out. As an employee you contribute 4.5% of your salary into the scheme and the Trust as your employer contributes an additional 7%.

**Notice**

If you choose to leave the Trust you will be required to give one month’s notice.

**Equal Opportunities**

As an equal opportunities employer, Warwickshire Wildlife Trust is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Warwickshire Wildlife Trust.

**CVs**

Please be advised that CV's cannot be accepted on their own and will not be considered if submitted without a completed application form. A completed Warwickshire Wildlife Trust application form only will be accepted.

**Responding to Applications**

Thank you for showing an interest in this job and for taking the time to apply. Unfortunately, due to administration costs, we regret that only short-listed candidates will be contacted. If you have not heard from us within four weeks of the closing date then please assume that your application has been unsuccessful on this occasion.

*The purpose of this information is solely to provide prospective candidates with details relating to the post. It may not be construed as an offer of employment, nor does it form part of the contract of employment or the role profile.*