

Facilities Manager	
Salary (FTE)/Hourly rate of pay:	£36,000 to £38,000 (& Benefits)
Contract Type:	Permanent
Hours of work:	37.5 hours per week <i>This role requires flexibility for occasional out of hours work.</i>
Responsible to:	Director of Homes & Places
Responsible for:	A small team of Maintenance Officers
Location:	YMCA North Tyneside, Church Way, North Shields, NE29 0AB <i>Travel may be required for this role</i>

Organisational Context

YMCA North Tyneside is a Voluntary Sector Organisation undertaking youth and community programme work in areas of North Tyneside, South Tyneside, and Teesdale. We are part of the worldwide YMCA movement, which started in London in 1844 has grown to become the world's largest and oldest youth movement. Now, more than 175 years later, YMCA is operating in 119 countries, with 64 million people reached annually around the world. Guided by our Christian values, we believe everyone has potential, and we serve our communities so that all can hope, belong, contribute and thrive.

Job Purpose

To lead the strategic and operational management of YMCA North Tyneside's estate. You will ensure all buildings—including community hubs, retail units, and supported accommodation—are safe, compliant, and maintained to a high standard. You will balance reactive repairs with long-term planned maintenance while driving value for money through effective procurement and project management.

Core Responsibilities

1. Statutory Compliance & Health and Safety

You will closely work with the Health & Safety Manager to ensure every site is legally compliant and safe for the public, residents, and staff.

- **Safety Frameworks:** Maintain and update the Approved Contractors list and manage the Permit to Work scheme to ensure all external labor meets YMCA's safety standards.
- **Cyclical Testing:** Develop and oversee a rigorous schedule for statutory inspections, including EICR (fixed wire), PAT testing, and Legionella monitoring.
- **Audit & Remediation:** Actively participate in H&S working groups and ensure all actions raised in external audits are closed out within agreed timeframes.
- **Equipment Care:** Ensure the availability and maintenance of vital safety equipment, including First Aid kits and AEDs (defibrillators).

2. Planned & Reactive Maintenance

You will oversee the physical integrity of a diverse portfolio, from the North Shields hub to the Cockfield Café.

- **Planned Preventative Maintenance (PPM):** Create and execute a documented annual plan for cyclical maintenance to protect building value and prevent equipment failure.
- **Reactive Response:** Provide a rapid-response service for emergency repairs to minimise downtime, particularly in high-impact areas like the Nursery, Gym, and Supported Accommodation.
- **Contractor Supervision:** Directly supervise on-site contractors to ensure quality of workmanship and adherence to the brief.
- **Continuous Improvement:** Proactively identify "invest to save" initiatives—such as energy-efficient lighting or Heat Ventilation and Air Conditioning upgrades - to reduce long-term operational costs.

3. Fire Safety & Security Management

Given the residential and childcare nature of the sites, you will hold a critical role in the safeguarding of people.

- **Fire Leadership:** Serve as an organisational Fire Safety Champion. Manage the 24/7 operation of fire detection systems, monitored services, emergency lighting, and extinguisher servicing.

- **Training:** Provide specialist briefing and training to Fire Wardens and wider staff teams.
- **Electronic Security:** Take operational responsibility for CCTV, intruder alarms, and electronic fob access, ensuring they are fit for purpose and compliant with GDPR/Data Protection codes of practice.
- **Key Management:** Act as the primary custodian for the organisation's keys, maintaining a strict register and authorisation process to support safeguarding protocols.

4. Waste Management

You will take responsibility for all waste streams across the sites, ensuring regulatory compliance, promoting sustainability, and driving cost efficiency.

- **Policy & Procedure:** Develop and implement all waste management policy and procedures.
- **Operations & Compliance:** Oversee waste disposal and recycling programs to ensure compliance with regulations.
- **Data & Efficiency:** Monitor waste generation levels and analyse data for continuous improvement.
- **Budget & Sustainability:** Manage the waste management budget and track expenses related to disposal and recycling, while implementing sustainability initiatives that promote waste reduction across the sites.

5. Strategic Procurement & Contract Management

You will ensure the YMCA receives maximum value from its external partnerships.

- **Tendering & Negotiation:** Lead the procurement for all facility-related service contracts, including waste/sanitary disposal, lift maintenance, pest control, air conditioning servicing etc
- **Budgetary Control:** Manage the facilities budget, balancing day-to-day operating expenditure with long-term investment needs.
- **Utility Management:** Monitor and manage building resources to ensure efficiency across all units.

6. Capital Projects & Building Development

You will act as the technical lead for organisational growth and modernisation.

- **Project Management:** When required; take the lead as "Buildings Project Manager" for renovations and new developments, ensuring fit-outs are completed on time, within budget, and to the required specification.

- **Stakeholder Liaison:** Work closely with Service Managers to ensure building developments meet the specific needs of their departments (e.g., specific requirements for the Nursery or Gym).

7. Team Leadership & Operations

- **Line Management:** Provide leadership, direction, and performance management for the Maintenance, Caretaking and Cleaning teams, ensuring the estate is clean, welcoming, and well-presented.
- **Reporting:** Compile regular facilities reports for the Director of Homes & Places, providing data-driven insights into building performance and compliance status.
- **Emergency Contact:** Serve as a primary keyholder and a nominated contact for must hold a valid full driving licence and be willing to travel as required for the role.emergency out-of-hours call-outs.

Person Specification			
No.	Essential	Desirable	Assessed by
Education/Qualifications			
Safety Leadership: IOSH Managing Safely or NEBOSH National General Certificate is highly desirable; must have experience managing "Permit to Work" systems.		X	Application
Candidates must hold a valid full driving licence and be willing to travel between operational sites (North Tyneside, and Teesdale).	X		Application
Experience			
Technical Expertise: A strong background in building maintenance or facilities management, ideally supported by a relevant qualification (IWFM, HNC/D in Building Studies, or a senior trade background).	X		Application / Interview
Project Delivery: Demonstrated ability to manage small-to-medium building projects, including writing specifications and overseeing contractor delivery.	X		Application / Interview
People Management: Experience leading and motivating a team of operational staff and managing external contractors.		X	Application / Interview
Skills & Abilities			
Compliance Knowledge: Proven experience managing statutory compliance (Fire, Water, Electric, Gas) within a complex, multi-site environment	X		Application / Interview

<p>Financial Acumen: Experience managing operational budgets, including the ability to analyse costs and negotiate high-value service contracts.</p>	<p>X</p>		<p>Application / Interview</p>
<p>Personal Skills & Abilities</p>			
<p>Crisis Management: The ability to remain calm under pressure, with a logical approach to solving emergency maintenance or security issues.</p>	<p>X</p>		<p>Interview</p>
<p>Values-Driven: An understanding of the YMCA's mission; the ability to work sensitively within a site that includes vulnerable residents and young children.</p>	<p>X</p>		<p>Interview</p>