Vacancy - Facilities Manager

Required as soon as available to start SCALE: NJC Scale 27 – 32: Hours: 39 hours per week

We are seeking to appoint an experienced Facilities Manager to join our aspirational Town Council to manage and maintain the highest standards of facilities management and customer services. This role requires an enthusiastic, self-motivated person to manage and maintain our grounds team and cleaning staff as well as our portfolio of buildings, parks, cemeteries and allotments through effective co-ordination of planned and reactive maintenance, site security and safety compliance.

This is an important role reflecting the Council’s commitment to achieving sites that remain attractive to our community.

The right candidate will need to have a dual pronged approach, delivering good facilities management experience and enough life experience so that you are in the right place to be able to manage people and manage situations; as well as providing a hands-on service for the buildings/playground maintenance and meeting rooms preparation. You will need to have a proactive attitude and be capable of using your initiative.

Essential Experience:
- Three years relevant Facilities Management experience
- Experience in managing staff and contractors
- Awareness of working with planned maintenance programmes and knowledge of relevant compliance and legislation
- IOSH or NEBOSH or willing to work towards

We can offer you:
- Friendly and welcoming staff and councillors; a forward-thinking leadership team – well-maintained buildings and resources
- An opportunity to further develop our infrastructure
- An opportunity to introduce new technologies and systems
- Opportunities for continuous professional development
- An exciting challenge – every day at Syston Town Council is different!

If you would like to arrange for an informal visit, please contact the office on 0116 2645972 or catherine@systontc.org.uk.

If you are interested in applying, please contact the Town Manager for an application form and job specification: catherine@systontc.org.uk; 0116 2645972

Syston Town Council, School Street, Syston. LE7 1HN
Closing date for applications Friday, 28 February 2020.

Interviews to be held on Monday, 9 March 2020.

The successful candidate will be required to have a DBS check and provide two references, preferably a professional reference and a character reference from a non-family member.