

GROUNDWORK NORTH EAST & CUMBRIA RECRUITMENT PACK

Facilities & Compliance Manager

Groundwork North East & Cumbria | Charity Registration number 1017706

Unit 14 Parsons Court, Welbury Way, Aycliffe Business Park,
Newton Aycliffe, DL5 6ZE

01388 662 666 | hr.northeast@groundwork.org.uk

www.groundwork.org.uk



The Groundwork Approach

Thanks for your interest in our Facilities & Compliance Manager role for Groundwork North East & Cumbria. This is a great opportunity to join our Team as part of our corporate services team, supporting a successful charity working across our region to transform places and lives in some of the UK's most disadvantaged communities.

The Groundwork movement began 40 years ago at a time of political, social and economic challenge as an experiment to help communities cope with change and work together to make their lives and neighbourhoods better. That experience and that spirit of enterprise and innovation have never been more needed than now. What drives us is the recognition that in every community – however disadvantaged – there are deep reserves of pride in the local area and people with the passion and ideas to improve their circumstances and surroundings.

Groundwork NE & Cumbria exists to harness that pride and unlock that passion through services, projects and programmes that change people's lives now but also make our communities across our region more resilient for the future. We know that many people face multiple challenges – living in isolation or with significant health issues in communities with few facilities and limited employment prospects. We work with partners to address these challenges in three ways: we create better places, we improve people's prospects, and we promote greener choices. Wherever and however we deliver, our approach will always be informed by our commitments

- > **We will invest in the places and people that need us most**
Prioritising our resources to bring about lasting change by building skills and capacity within the local communities where we can make most difference.
- > **We will work with local leaders and listen to local voices**
Ensuring our work is shaped by those it is designed to benefit and adds value to the assets that exist in local areas.
- > **We will grow a culture of equity and inclusion**
Operating transparently and with integrity and seeking out a diversity of viewpoints, both in the work we do and the people we employ.
- > **We will be committed to collaboration**
Forging strong partnerships, contributing to a thriving community sector and helping others lead where this will achieve greater impact.
- > **We will act as environmental exemplars**
Championing practical action to combat the climate and nature emergency and measuring and reducing our own environmental impact.



Who are we?

Here at Groundwork North East & Cumbria we are passionate about creating a future where every neighbourhood is thriving, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances. We are also committed to play our part in meeting the COP 26 climate change ambitions, including making our operations carbon neutral by 2030.

We help people to carry out hundreds of diverse, locally-led projects each year. Projects that tackle climate change and help people out of fuel poverty. That bring out the best in young people by helping them to improve their local area. Projects that build stronger communities by improving green space or get people back into work and create green jobs. Projects that change people's lives now but also make our communities across our region more resilient for the future.

To ensure we are embedded in our local communities for our beneficiaries and our local partners we have people working from office bases across our wide geographical area. We have a combined portfolio of commercial, community and office properties, which accommodate our local delivery teams, their customers, and our head office. Of these the charity owns 3 premises as office premises, 2 woodlands sites and 11 leased premises. We also own and operate a Trading Company where we own and run a business and conference centre alongside a Heritage Visitor Centre and Cafe, which are overseen and managed by our Commercial Property Manager.

As our Facilities and Compliance Manager you'll play a vital role in overseeing all aspects of our buildings facilities and company vehicles ensuring they are safe, efficient and well-maintained. Working across the North East and Cumbria you'll make a real difference by supporting our operational teams, ensuring our spaces are safe, functional and pleasant places for our people, beneficiaries and visitors.

You'll find more information about our role in this pack - but if you'd like to have a chat to learn more about this opportunity, just get in touch at HR.Northeast@groundwork.org.uk and we'll arrange a call for you.

We hope that you feel excited by the potential of this opportunity and look forward to receiving your application.

Working for Groundwork North East & Cumbria



VALUES

Our values inform what we do and how we do it.

We are **environmentally aware** and focused on **communities in need**.

We are **collaborative**, show **integrity** and strive for **quality** in everything we do.



EQUALITY & DIVERSITY

We are fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.



SAFEGUARDING

We commit to doing everything we can to ensure the safety of those involved in our projects, programmes and services. Our safeguarding team ensures that our safeguarding policy and practices are rigorously implemented and continually reviewed and improved. Safeguarding is embedded in our organisational culture.



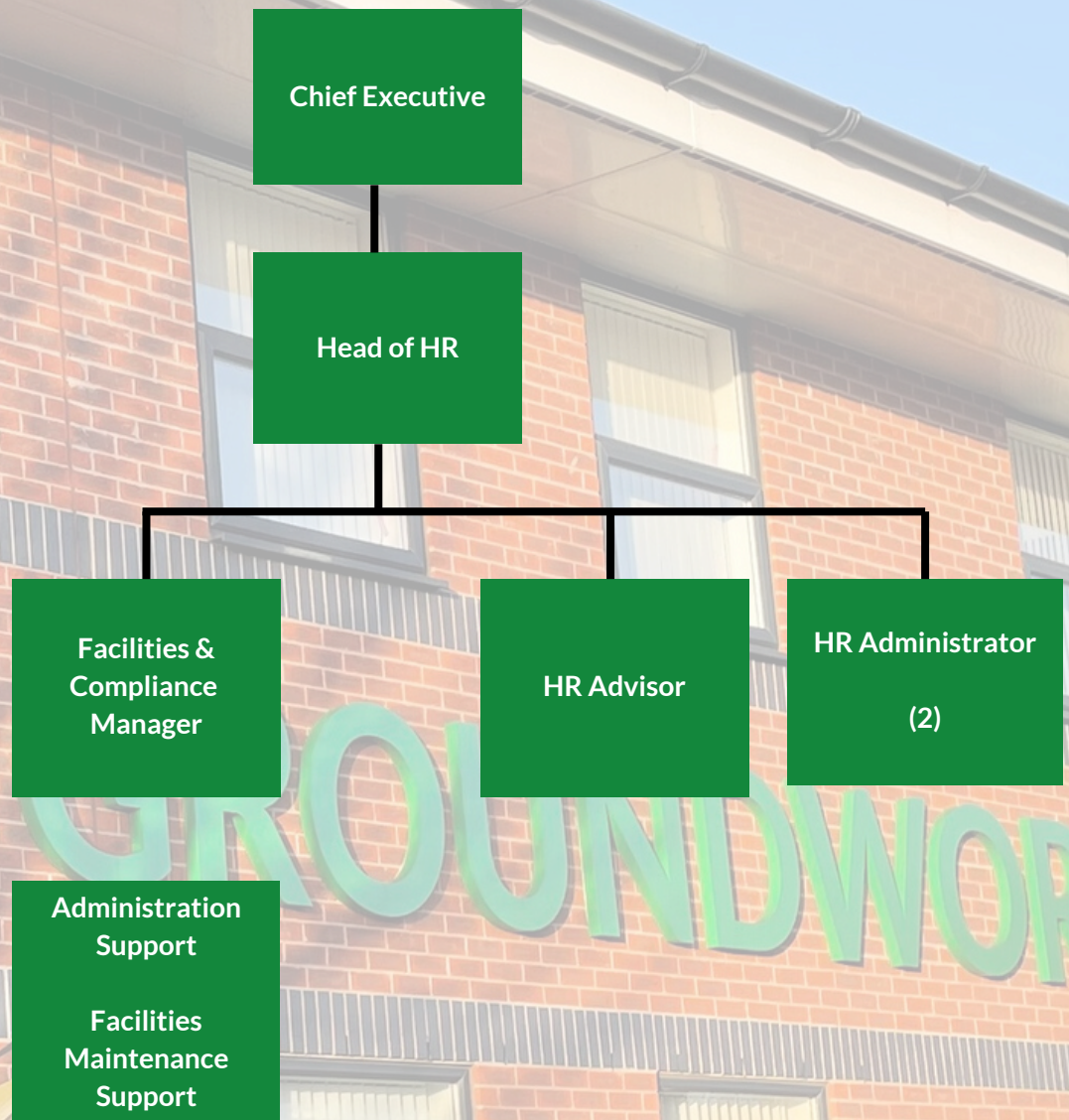
SUSTAINABILITY

Groundwork NE & Cumbria is committed to minimising its environmental impact and promoting positive environmental behaviour among its employees, service users, suppliers and partners. Our sustainable development policy sets out how we will manage our assets and activities in a way that's consistent with our values and demonstrates our commitment. Our OHSAS14001 accreditation supports our achievements.

Organisation Structure Chart



Facilities & Compliance



Role Details

- > £38,000 - £42,000 per annum
- > 37 hours per week
- > Based at our head office, Aycliffe Business Park, Newton Aycliffe, travel to office sites and flexibility to work from home with agreement.

What will we offer you...

- > Excellent holiday entitlement starting at 25 days, rising to 27 days per annum plus public holidays (which takes this to 33 days rising to 35 days per annum)
- > Family friendly policies to support work/life balance, time off in lieu for out of hours activities
- > A commitment to equality, diversity and inclusion which ensures everyone can make best use of their skills, free from discrimination or harassment
- > A friendly, team environment where we all support each other to achieve
- > Regular support and supervision
- > Business travel expenses
- > Occupational sick pay scheme
- > Staff life insurance scheme
- > Better health at work activities



Who will you be working for and with?

There will be lots of variety, with no two days the same in this role, and we're certain you'll enjoy working alongside our friendly and passionate team, supporting them and our charity to provide vital services in our local communities.

Groundwork is truly a people organisation and in this role you'll be regularly engaging with managers and people across our teams, to ensure they have the facilities, resources, systems and procedures which enable them to deliver their roles in a safe and comfortable environment. This is a busy role which requires someone who is an effective and confident communicator. You'll have great organisational skills and enjoy negotiating and dealing with a diverse range of people.

You will collaborate with our local health and safety consultant, who acts as our Health and Safety Representative, to ensure we comply with legislation, recommended practice and maintain the requirements of our CHAS standard. You'll review our health and safety policy and procedures, creating new ones as necessary, and engage with our staff teams to embed understanding of these.

You'll also engage with our environmental consultant liaising with them to ensure our ongoing accreditation to ISO 14001, you'll work with them to develop, monitor and review our practice and systems to achieve this.

And, of course, you'll be regularly engaging and working with contractors to provide maintenance and services across our office bases. Many of our premises are leased and can change as our operational delivery evolves so you'll liaise with landlords and negotiate new leases ensuring our properties meet the needs of our business.

Day to day you will have administration support as well as access to property maintenance resources to enable delivery of your role.



So, what will be on your to-do list?

As our Facilities and Compliance Manager you will oversee the management of our office facilities, operational service contracts, health and safety, office supplies procurement, management of a small fleet of company vehicles and organisational compliance. This role ensures seamless operations, adherence to standards, and alignment with company policies and procedures to create a safe, efficient, and compliant workplace environment.

> Facilities Management :

You'll oversee the maintenance, functionality, and aesthetics of office facilities. Managing day-to-day operations, including repairs, space planning, office moves and upgrades, and create and implement a schedule of planned preventative maintenance.

You'll negotiate and manage facilities service contracts and agreements, and procure general office supplies so that our offices are equipped with the necessary resources to operate effectively.

With a number of leased premises, overseeing the negotiation, renewal and management of office lease agreements is also a feature of the role.

> Health & Safety

The Facilities Manager will lead on developing and implementing health and safety policies and procedures in collaboration with our appointed Health and Safety Representative to ensure compliance with legal standards and best practices.

Key responsibilities include conducting risk assessments, audits, and incident investigations, as well as providing training, advice and guidance to our staff teams to embed our health and safety procedures.

> Fleet Management

You'll oversee management of our small fleet of 5 company vehicles, ensuring ongoing service and maintenance along with vehicle tax and MOT, ensuring our fleet comply with legislation and are roadworthy. You'll arrange vehicle insurance and ensure our staff team are aware of their responsibilities when driving one of our vehicles.

> Compliance & Standards

The role ensures compliance with organisational standards, such as CHAS for health and safety and ISO140001 environmental standard, and includes regular reporting to the Executive Team and Board to highlight progress, identify actions, and support business planning.



The Person

As our Facilities & Compliance Manager, you will be able to demonstrate the following:

- Strong facilities management experience, having worked in a similar role managing facilities, including building maintenance, space planning and contractor management, preferably across multiple sites.
- Sound knowledge of health and safety legislation and good practice, with experience of writing procedures, conducting risk assessments and providing advice and guidance to staff teams.
- Negotiation and management of facilities service contracts, such as cleaning, security, maintenance and utilities.
- Experience of dealing with landlords and negotiating commercial leases.
- Experience of procuring services and resources which align with business needs within budget.
- Experience of compliance with relevant legislation, and industry standards.
- Excellent organisational and project management skills with an ability to manage multiple priorities and work under pressure.
- Excellent communication and interpersonal skills
- Self-motivation, along with a commitment and belief in excellent customer service
- You'll need a full driving licence and be willing to travel to sites across our operational area, for which business mileage will be paid.

You'll find more details of our role requirements in the job description and person specification for this role.





How to Apply

Think this is the role for you? Great, all you need to do is complete the application pack available on our website, located here:

<https://www.groundwork.org.uk/about-groundwork/careers-across-groundwork/>

All completed applications should be returned via email to:

Email: HR.NorthEast@groundwork.org.uk

For people who are unable to access email to submit their application you can post a copy to us at:

Human Resources,
Groundwork NE & Cumbria,
Unit 14 Parsons Court,
Welbury Way,
Aycliffe Business Park,
Newton Aycliffe,
DL5 6ZE

Tel: 01388 662666



Groundwork NE & Cumbria
@GWKNEC

<https://landof oakandiron.org.uk/>





CHANGING PLACES
CHANGING LIVES

Groundwork NE & Cumbria strive to have a diverse and inclusive workforce that is representative of the communities we serve. We want you to be yourself at Groundwork and we value everything that makes you unique. We recognise and celebrate your difference and together we make Groundwork a special and great place to work. As a Disability Confident employer we offer a guaranteed interview to applicants with a disability who meet the essential criteria for the role.

At Groundwork we ensure that we provide a safe environment for adults, children and young people to take part in any activity or service that we organise. We are committed to creating a culture that promotes safeguarding and the welfare of all children, young people and adults at risk. Our safer recruitment practices support this by ensuring that there is a consistent and comprehensive process of obtaining, collating, analysing and evaluating information from and about candidates to ensure that all the people we appoint are suitable to work with our children, young people and adults.

Join our team

Groundwork NE & Cumbria

www.groundwork.org.uk



@GWKNEC