

# JOB DESCRIPTION

A job description outlining your role is enclosed. The job description is not intended to be an exhaustive list of your responsibilities. We reserve the right to require you to undertake such other tasks or duties, as may be appropriate to your status, experience and capability. We reserve the right to transfer an employee from one job to another and from one department to another, subject to capability, in order to benefit the efficient operation of the business.

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## **JOB TITLE:**

Premises Manager

## **MAIN PURPOSE OF THE JOB:**

Create an excellent and safe environment for Young People to learn skills for life across our sites and premises, that is financially sustainable. This means taking day-to-day responsibility for the promotion, bookings, safety, maintenance and security across our sites and premises.

## **SALARY AND BENEFITS:**

£37.5k - £47.5k range (negotiable for exceptional candidates) with access to our management bonus scheme (up to 10% of base salary) for performance and our benefits package (including training + annual activity instructors training allowance + volunteering leave + flexible working + pension + generous parental leave and sickness entitlements + employee assistance programme + ability to buy up to ten days additional leave).

## **PLACE OF WORK AND WORKING PATTERN:**

Your place of work will be Scout Park, Gordon Road, Bounds Green. Regular travel across our sites will be required.

Your pattern of work will be flexible and can be agreed with the Trustees, but will include evening and weekend work as necessary.

## **ROLE REQUIREMENTS:**

This post holder will be required to hold a valid Enhanced DBS check and to undertake first aid training.

## **REPORTS TO:**

Your line manager is the Chair of the Trustees.

## **DIRECT REPORTS:**

Premises Assistant, Contract Cleaners

## **MAIN TASKS OF THE JOB:**

- **Safety**
  - Ensure all required Health and Safety standards are met including, but not limited to, fire safety, storage of chemicals, electrical inspections, asbestos, and specialist activity provisions/inspections (including adherence to Scout Association rules)
  - Keep records of all Health and Safety matters updated and available for inspection as required and report accidents and issues to Trustees as required
  - Provide a monthly report on the status of all health and safety matters to the Trustees
  - Ensure Health & Safety documentation is regularly reviewed and updated in line with agreed review timelines
  - Ensure all staff and volunteers working on our sites have appropriate training in place (including fire warden, first aid, activity instructor qualifications)
  - Ensure all sites are kept in a safe state of repair for our users and act proactively to report and resolve urgent hazards or issues

- o Maintain appropriate and adequate safety equipment in line with our policies and regulations, such as first aid and fire safety equipment, across our sites
- **Maintenance**
  - o Ensure that our sites are accessible to all users
  - o Ensure that services are operational or have an agreed plan to return to operation as quickly as possible, including heating and mechanical equipment
  - o Identify the need for any repairs not in the maintenance plan and gain agreement for these to be carried out with the Trustees
  - o Create an annual plan of works and track progress against this plan
  - o Schedule regular maintenance to keep the facilities across our sites in good order
  - o Manage the process of sourcing contractors and quotes for work
  - o Manage contractors carrying out works, including signing off successful completion of works
  - o Carry out minor repair works as required (e.g. changing light bulbs) and regular maintenance (e.g. such as mowing grass)
  - o Oversee the day-to-day duties and performance of the Caretaker, Cleaner and other contractors (such as tree surgeons), ensuring that our sites are kept in a clean and safe condition.
  - o Maintain an up-to-date Compliance register for each site, recording safety & regular maintenance visits and schedules for all equipment.
  - o Where appropriate engage Young People and Volunteers in the maintenance of our sites
- **Promotion and Bookings**
  - o Manage current and future bookings of our premises and facilities, including invoicing
  - o Coordinate appropriate advertising of our sites and a programme of activities to attract bookings
  - o Oversee arrangements for the provision of qualified activity instructors as appropriate
  - o Along with other staff members, show potential users the sites and support groups using the sites to make use of the services
  - o Where appropriate, ensure the sites are set up and ready for users
- **Finance**
  - o Prepare a budget, in consultation with the relevant Trustees that covers projected income (including forecast bookings) and expenditure (including day-to-day costs and maintenance) across our sites
  - o Provide a monthly narrative report to the Trustees on performance of our sites (financial reports will be prepared by the bookkeeper)
- **Security**
  - o Act as one of the main keyholders for the sites, ensuring that access is only given to authorised people
  - o To attend the sites, if required, to take appropriate action following an emergency such as a break-in, theft or fire.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the charity and the overall objectives of the charity.

### **QUALIFICATIONS AND EXPERIENCE:**

#### Qualifications, Knowledge & Training

- Good knowledge of Health and Safety legislation and requirements
- Practical knowledge in one or more of the following; general and ground maintenance, electrical/building maintenance, heating systems, plumbing, building maintenance, project and contractor management.
- Knowledge of site management and booking systems
- Understanding of appropriate cleaning methods and standards

#### Essential Experience

- Experience managing sites

- Experience of project management
- Experience of preparing budgets and reporting
- Experience of hands-on maintenance of buildings or similar
- Experience of line management and leadership

Desirable Experience

- Experience of working with young people and volunteers
- Understanding of Scouting, similar youth organisations, or organisations that work with young people

Personal Skills & Qualities

- Good communication skills, both written and verbal
- Confidence with Google Workspace and basic digital platforms
- Ability to carry out some manual tasks as required
- Ability to monitor and report on structural faults/repairs
- Ability to monitor and order stocks of material and resource
- Ability to work evenings and weekends from time-to-time
- Ability to deal with emergencies occurring outside normal working hours
- Ability to work as part of a team
- Prioritisation, organisation and planning skills
- Project and contractor management skills