JOB DESCRIPTION

PROPERTY, FACILITIES AND HEALTH & SAFETY MANAGER

A practical, organisation-wide role helping to keep our workplaces safe, compliant and fit for purpose.

HOURS	35 hours per week	**SALARY**	£38,000 per annum, plus £3,000 car allowance
CONTRACT	Permanent	**REPORTING TO**	Chief Executive
BASE	Neath, Brecon or Ammanford, depending on the successful applicant	**TRAVEL**	Regular travel across Mid, West and South Wales; occasional overnight stays

About the role

This is a new organisation-wide role responsible for coordinating the effective management of Calan DVS properties, facilities and health and safety arrangements across Mid, West and South Wales.

You will work closely with managers, landlords, contractors and specialist advisers to ensure our premises remain safe, compliant and fit for purpose. You will also develop clear systems for monitoring property information, maintenance, inspections, contracts and compliance actions.

The role would suit someone who is practical, highly organised and confident taking ownership of issues through to resolution.

At a glance

PROPERTY & FACILITIES

Coordinate premises, maintenance, utilities, contracts and property records.

HEALTH & SAFETY

Coordinate inspections, testing, actions and everyday compliance arrangements.

ASSURANCE & REPORTING

Maintain oversight, support audits and report key risks and actions clearly.

Key relationships

Internally: Board of Trustees, Senior Leadership Team, Management Team and colleagues across Calan DVS.

Externally: landlords, registered social landlords, contractors, suppliers, local authorities, commissioners, funders and specialist partner agencies.

KEY RESPONSIBILITIES

What you will be responsible for

Property and facilities

- Coordinate the day-to-day management of Calan DVS premises and facilities.
- Act as the central point of contact for managers, landlords, registered social landlords, contractors and suppliers.
- Coordinate repairs, maintenance, utilities, telecommunications and other facilities-related works.
- Support the opening, relocation or closure of premises when required.
- Develop and maintain a central property register covering leases, insurance, utilities, maintenance responsibilities, certificates and key dates.
- Monitor property-related contracts, renewal dates and service arrangements.
- Help the organisation secure quality and value for money from its properties, facilities and suppliers.

Health, safety and compliance

- Coordinate day-to-day health and safety arrangements across Calan DVS premises and act as the principal operational contact for external health and safety advisers.
- Conduct workplace and property inspections, audit checks completed by managers and monitor resulting actions.
- Maintain an organisation-wide schedule of inspections, testing, servicing and compliance requirements.
- Monitor fire safety, emergency lighting, portable appliance testing and other relevant property safety requirements.
- Review Display Screen Equipment assessments and coordinate appropriate follow-up action.
- Maintain accurate records of accidents, incidents and near misses, supporting appropriate investigation, learning and follow-up.
- Support managers to understand and fulfil their health and safety responsibilities, escalating significant or overdue risks appropriately.
- Coordinate reviews of relevant health and safety policies, procedures and compliance records.

Contractors, assurance and business continuity

- Coordinate contractors and facilities suppliers, including quotations, documentation, service quality, responsiveness and value for money.
- Maintain accurate equipment, property and compliance records and a clear organisational audit trail.
- Support relevant accreditations, internal audits and external assessments, including the monitoring of actions, evidence and renewal dates.
- Contribute property, utilities, telecommunications, supplier and alternative-premises information to business continuity and disaster recovery planning.
- Provide clear updates and reports to the Chief Executive, Senior Leadership Team and Board of Trustees on significant risks, outstanding actions and compliance matters.

How the role works

You will balance planned monitoring with responsive facilities issues across several locations. The role requires sound judgement, clear escalation and constructive relationships with colleagues and external providers.

PERSON SPECIFICATION

What we are looking for

We recognise that strong candidates may have gained relevant skills in different settings. If you meet most of the essential criteria and can demonstrate the ability to grow into the role, we will welcome your application.

Essential experience, knowledge and skills

- Relevant experience in property, facilities, estates, health and safety or a closely related area.
- A recognised health and safety qualification, such as NEBOSH or IOSH, or substantial relevant experience and willingness to work towards an appropriate qualification.
- Experience coordinating property, facilities or health and safety activity, ideally across multiple locations.
- Experience conducting workplace or property inspections and following actions through to completion.
- Experience working effectively with contractors, suppliers, landlords or external professional advisers.
- A practical understanding of workplace health and safety, risk assessments and compliance requirements.
- Strong organisational skills and the ability to establish clear monitoring and record-keeping systems.
- The confidence to identify risks, challenge incomplete practice and develop workable solutions.
- Clear written and verbal communication skills, including the ability to provide concise updates and reports.
- The ability to work independently, use initiative and manage competing priorities.
- Confidence using Microsoft Word, Excel and Outlook.
- A full driving licence, access to a vehicle and willingness to travel regularly across the Calan DVS operating area.

Desirable

- A qualification in facilities, property or estates management.
- Experience in the charity, voluntary, public or social housing sector.
- Experience supporting a geographically dispersed property portfolio.
- Knowledge of landlord and tenant responsibilities for leased premises.
- Experience of procurement, contractor management, office relocations or business continuity planning.
- Experience contributing to an external accreditation or certification process.

The approach you will bring

PRACTICAL • ORGANISED • PROACTIVE • COLLABORATIVE • ACCOUNTABLE • SOLUTIONS-FOCUSED

Our expectations

You will share our commitment to safeguarding, equality, diversity, confidentiality and professional boundaries. You will understand the particular safety and security considerations involved in supporting people affected by domestic abuse and work in accordance with Calan DVS policies, procedures, values and delegated authority.

Additional responsibilities: Maintain appropriate confidentiality and information security; promote safeguarding, equality, diversity and inclusion; take an active role in professional development; work flexibly in response to reasonable organisational requirements; and undertake other duties appropriate to the nature and level of the role.