**Job Advertisement**

**Position:** Facilities and Compliance Manager  
**Salary:** £36,000 per annum, £18.46 per hour.  
**Location:** Across all Trust Sites  
**Contract:** Full-time, 5 days per week  
**Reports to:** Operations Director

Are you an experienced facilities professional with a passion for compliance and operational excellence? Do you have the leadership skills to manage a dynamic team and the expertise to oversee multiple facilities across a thriving organisation? If so, we have the perfect opportunity for you!

**About the Role**  
As the Facilities and Compliance Manager, you will play a pivotal role in ensuring the Trust’s facilities meet all statutory and regulatory requirements. You will lead the facilities team, including a Multi-Skilled Tradesperson and caretakers, to deliver high-quality maintenance and service across all sites. With responsibility for compliance, health and safety, and project management, this role offers variety, challenge, and the chance to make a significant impact.

**Key Responsibilities**

* **Compliance Management:** Ensure all sites meet statutory requirements, including health and safety, fire safety, electrical testing, and asbestos management. Maintain up-to-date compliance records and liaise with contractors and regulatory bodies.
* **Team Leadership:** Manage and support the facilities team, monitoring workloads, task completion, and helpdesk performance. Provide training, guidance, and regular performance reviews.
* **Project Management:** Oversee facilities projects, from refurbishments to large-scale developments, ensuring they are delivered on time, within budget, and to high standards.
* **Health and Safety:** Ensure compliance with health and safety legislation, oversee risk assessments, and manage identified hazards in collaboration with Compliance Education.
* **Maintenance Oversight:** Support the development and delivery of planned and reactive maintenance programs to maintain high standards across the Trust.
* **Cleaning Standards:** Monitor and ensure cleaning standards are upheld throughout all sites.

**What We’re Looking For**

* **Leadership Skills:** Proven experience managing and supporting teams, with strong interpersonal and communication abilities.
* **Compliance Expertise:** In-depth knowledge of statutory compliance, health and safety regulations, and building management.
* **Project Management:** Experience in planning and delivering projects with excellent attention to detail and adherence to budgets and timelines.
* **Tech Savvy:** Familiarity with compliance and project management software (e.g., IAM Compliant) and proficiency in general office software (e.g., Microsoft Office).
* **Problem-Solver:** A proactive mindset with the ability to identify and resolve compliance and operational challenges effectively.

**Qualifications and Experience**

* Relevant qualifications in facilities management, health and safety (e.g., NEBOSH), or a related field.
* Proven experience in facilities management, compliance, and team leadership.
* Experience with helpdesk systems and project management (Prince2 qualification desirable).

**Why Join Us?**

* A chance to work in a collaborative and forward-thinking organisation.
* A diverse role with opportunities to lead, innovate, and grow.
* Competitive salary and the satisfaction of knowing your work makes a difference.
* Local Government Pension Scheme
* Hybrid Working

**How to Apply**  
If you’re ready to bring your skills, experience, and enthusiasm to our team, we’d love to hear from you! Please forward your application to [vacancies@thequillcofetrust.org](mailto:vacancies@thequillcofetrust.org)

Closing Date – 19 February 2025

Interviews – 24 February 2025

Join us and help shape a safe, efficient, and compliant environment for everyone in our Trust!

The Quill CofE Trust is committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment. Conditional offers of appointment are subject to pre-employment checks. All employees receive a rigorous induction, a professional development package and a probationary period.