

FACILITIES AND OPERATIONS MANAGER



	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Higher level qualification in Facilities Management or other relevant discipline, with a minimum of 2 years' experience in a similar role. <p>OR</p> <ul style="list-style-type: none"> Minimum of 3 years' experience working in a similar role e.g. with responsibility for a range of facilities management functions and building related health and safety matters Full UK Driving Licence IOSH Qualification or demonstrable knowledge and experience of health and safety 	<ul style="list-style-type: none"> GDPR and Safeguarding training First Aid qualification.
Knowledge and experience	<ul style="list-style-type: none"> Minimum of 3 years' experience within facilities management, property management or other area relevant to accommodation management. Experience of delivering hard and soft facilities services and discharging the associated health, safety and risk management responsibilities, including those relevant to fire safety legislation and the Equality Act. Experience of working in a fast-paced environment with the ability to resolve complex issues and demonstrate good judgement. People management experience working across multiple disciplines and the ability to demonstrate leadership skills. Understanding of procurement procedures and management of facilities related contracts. Demonstrable experience of managing multiple workstreams under tight, immovable deadlines. Ability to operate with pace, authority, and pragmatism in an ambiguous, fast-moving environment. 	<ul style="list-style-type: none"> Local to the area, or local knowledge of Oldham and surrounding communities. Experience working in or with charities, social enterprises, or publicly funded organisations. Experience of opening and operating visitor attractions, food and beverage operations, education or training facilities, or mixed-use public assets. Familiarity with charity governance, funder assurance requirements, and public sector accountability. Proven experience leading operational mobilisation or opening programmes for complex facilities or organisations.

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Skills and abilities	<ul style="list-style-type: none"> • Understanding of the legislative and contractual obligations that attach to the provision and operation of property assets and facility services. • Understanding of budget monitoring processes and recording of accurate financial data for areas of responsibility. • Effective communication and reporting skills, both written and verbal, with the ability to influence and negotiate with stakeholders. • Proven ability to prioritise and deal with multiple issues on a regular basis. • Team management experience with excellent interpersonal skills for dealing with staff and customers at all levels. • Strong collaborative approach and team ethic. • Advanced proficiency in the use of Microsoft office applications (Excel / Word / PowerPoint / Outlook). 	<ul style="list-style-type: none"> • Ability to adapt to an unpredictable and evolving professional context.

