



Gloucestershire
Wildlife Trust

Facilities Manager

Job description

This is an exciting opportunity to join Gloucestershire Wildlife Trust. As a Facilities Manager, you and your team will bring our spaces to life, driving high standards in our buildings and providing a safe environment for our staff and visitors. Reporting into the Head of Business Operations, you are organised and know how our buildings tick. You take pride in seeing things run smoothly and efficiently. You are devoted to operational excellence, paying attention to detail and going out of your way to make sure that staff and visitors are delighted with the level of service your team delivers.

Job Purpose:

To manage our buildings, facilities and resources at Robinswood Hill in Gloucester, Crickley Hill near Birdlip, and Greystones Farm in Bourton-on-the-Water, and provide facility maintenance services at other Trust locations. Working Closely with the Trust's Competent Person, coordinating the delivery of the Trust's Health and Safety function.

Salary: Up to £38,000, depending on experience

Term: Full-Time, Permanent, 35 hours per week to include some evening and weekend working.

Responsible to: Head of Business Operations

Liaison with : All staff, particularly: Lead Land Managers, , Visitor Engagement Manager, Learning Manager, Engagement Manager, Community Project Manager, Communications Manager, Volunteer Coordinator, Volunteers, Visitors.





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Introducing Gloucestershire Wildlife Trust

We are Gloucestershire Wildlife Trust – the largest membership organisation in the county dedicated to local wildlife. We own and manage more than 60 nature reserves across the county, all of which offer free access for visitors. 28,000 members in Gloucestershire support our work, with hundreds regularly volunteering time and commitment.

Our mission is a simple one – to value nature. Our ambition is to restore, recreate and reconnect Gloucestershire’s wild places. We want everyone in Gloucestershire to value, enjoy and share the natural world.

Our priorities are outlined in our Strategic Plan: Wild Places, Natural Solutions – <http://www.gloucestershirowildlifetrust.co.uk/about-us/who-we-are/strategic-plan>

Our vision is ambitious, but we believe we can deliver it by:

- Creating bigger, better, more connected wild places where people and wildlife can thrive
 - Inspiring more people and communities to take action for wildlife
 - Leading on ‘natural solutions’; championing the value of what wildlife can do for us
 - Growing our resources, influence and reach to shape a strong, resilient organisation

Gloucestershire Wildlife Trust manages over 2,500 acres of land, from wetlands in the Severn Vale and heathland in the Forest of Dean, to limestone grasslands in the Cotswolds and a large ancient woodland at Lower Woods in South Gloucestershire. In addition to our community programmes, we have a vibrant programme of work outside our reserves, supporting farmers and landowners to deliver bigger, better and more connected landscapes where wildlife can thrive.

Gloucestershire Wildlife Trust expects its staff, paid and unpaid, to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters ethical and environmental. The Trust will ensure that its staff receives appropriate training and development opportunities based on a documented personal annual appraisal.



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Gloucestershire Wildlife Trust Values

Our values reflect each of us being:

A CARING COLLEAGUE – supportive and honest

Behaviours: We are considerate, honest and fair. We make time for each other and actively listen to others concerns or barriers before responding and finding solutions together.

ROOTED IN OUR COMMUNITIES – making nature inclusive

Behaviours: We respect each other's views and recognise and value our different backgrounds and lived experiences.

CHAMPIONS FOR WILDLIFE – passionate and pioneering for nature's recovery

Behaviours: We have an urgency for action. We are open to new ideas, encouraged to take risks together, finding creative solutions and learning from our mistakes.

ARC symbolises the values we stand for, we have a shared culture with smooth connections between all parts of our organisation.

Outline of main responsibilities

Facilities management:

- To take responsibility for ensuring the continual maintenance and security, as well as relevant improvements to facilities and services, at all gateway sites, at Lower Woods Lodge and at the Trust's storage and other facilities. To include ensuring support contracts are fit for purpose, carrying out regular reviews and procuring services to get best value for money. This may include management of relevant grant funds.
- To ensure the facilities at each gateway site meet or exceed the high standards of tidiness and cleanliness required to comply with retail, catering and visitor service standards and regulations. To include writing and maintaining general operating procedure risk assessments for gateway sites. To also include coordination and management of site cleaners.
- To provide spot checks at other sites where volunteers or visitors use the Trust's facilities to ensure cleanliness and hygiene meet the Trust's health and safety standards, working collegially with other teams such as Land Management where appropriate.
- To ensure that all health and safety obligations are met at each gateway site (in liaison with the Health and Safety Responsible Person).
- To ensure that interpretation and information signage regarding health and safety and general facilities is kept up to date and conforms to current GWT branding guidelines. .

Outline of main responsibilities

- To maintain good relationships with gateway site neighbours and stakeholders.
- To ensure facilities and resources are made available to support delivery of Trust wide activities.
- To prepare and manage all gateway site buildings, facilities and resources budget and provide expenditure forecast updates as required.
- To provide line management for the Facilities Officer; giving them energy and direction to deliver their role.
- To provide a professional, friendly and knowledgeable point of contact for all facilities and general health and safety phone queries, as part of the Trust wide phone tree system.
- Attend training courses and meetings as required and as agreed with your line manager.
- Be familiar with Trust Policies and Procedures and implement as appropriate.

Outline of main responsibilities

Health and Safety:

- Always keep Health and Safety matters as the overriding determinant in all circumstances, including reporting any key issues which may impact on other departments or affect safe working practices.
- Co-ordinate quarterly H&S meetings and compile report for Board of Trustees
- Ensuring that all accidents and incidents are reported and dealt with appropriately
- Working closely with the land management team to ensure that all relevant Codes of Practice are in place and up to date
- Attending annual TWT H&S conference and quarterly online drop in meetings
- Ensuring that annual HAV testing is undertaken for all Trust equipment
- Oversight of LOLER compliance (booking engineer visits and attending sites with them)
- Responsible for updating Fire Risk Assessments for all Trust buildings and working closely with teams to co-ordinate the update of general risk assessments
- Co-ordinating annual site visits for Fire alarm checks, intruder alarm checks and other compliance requirements
- Acting as H&S co-ordinator and the main contact for Worknest (External H&S specialists serving as GWT's Competent Person)
- Organising and providing H&S induction training session for new starters
- Facilitating H&S audits by Worknest, preparing all documentation for them and attending sites with them
- First point of call for security company for incidents out of office hours and weekends

Outline of main responsibilities

Fleet management and insurance:

- Responsible for fleet management and associated administration (with support of Facilities Officer)
- First point of contact for Insurance company, collaborating on annual insurance review, dealing with insurance claims and insuring newly acquired vehicles, land, animals, etc.
- Assisting with onboarding new starters (together with Facilities Officer and HR team) – Ensuring new staff have the required keys, fobs etc. and H&S tour of the Robinswood building (within 48 hours of their starting date).
- Delivering random projects – for example creating dipping pond at Greystones, installation of accessible gates at Greystones.

General:

- Present a friendly, professional, confident and tidy appearance.
- Carry out other duties from time to time as required by your line manager or Chief Executive.



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Person Specification

Qualifications:

Essential:

- First Aid at Work (training provided on appointment as required)

Desirable

- Health and Safety qualification

Experience and knowledge:

Essential:

- Excellent communication skills and ability to build strong business relationships
- Experience working to financial plans, managing and reporting on budgets
- Experience in a visitor/customer facing role
- Operational experience managing the upkeep and maintenance of buildings and facilities
- Experience in creating and managing income generating activities, e.g. retail, affinity fundraising, room or equipment hire, etc
- Experience coordinating and setting up for meetings and/or events
- Line management experience
- Experience organising volunteers and managing cleaning, retail and/or catering staff
- Experience of carrying out risk assessments
- Health and safety and hygiene awareness





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Person Specification

Desirable:

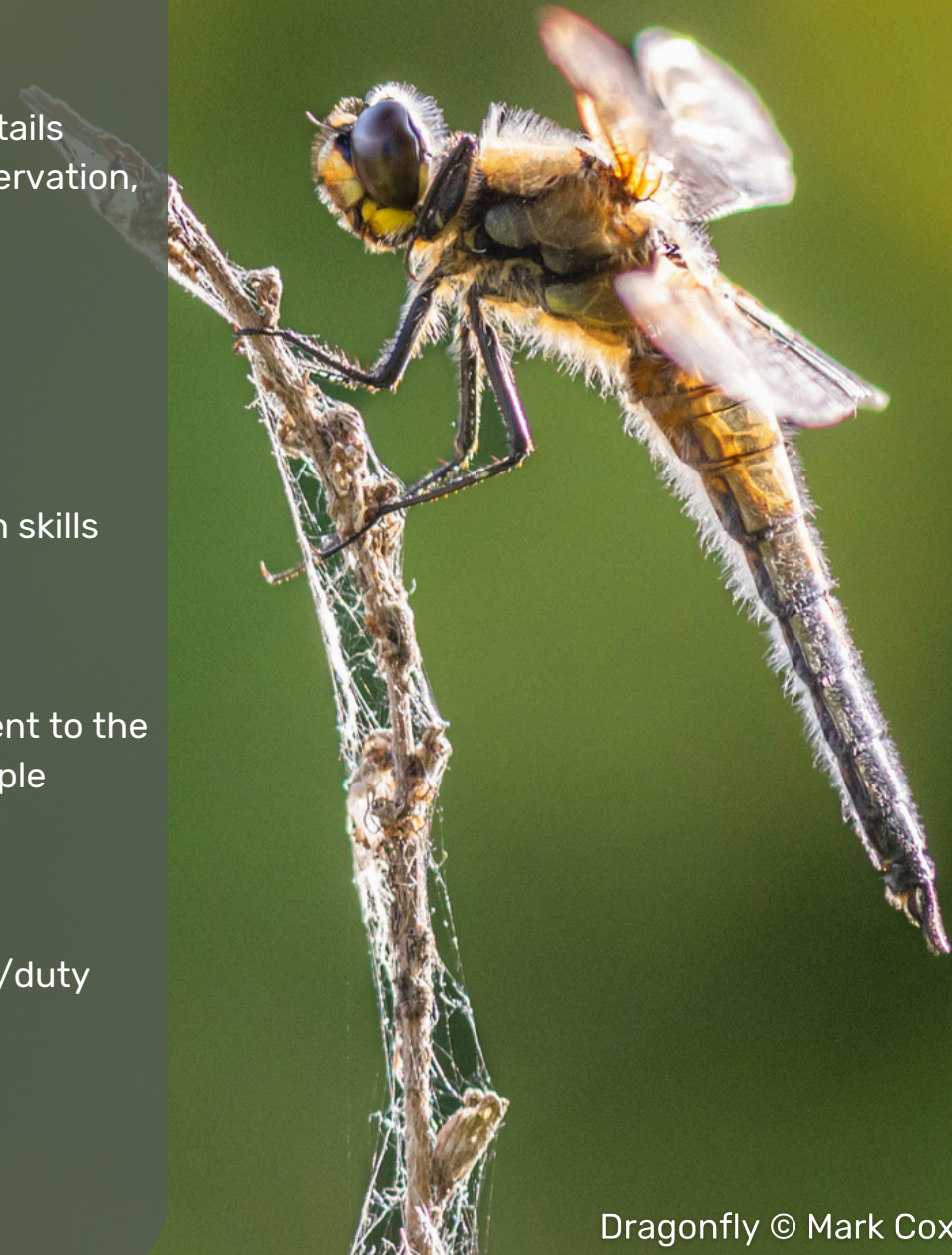
- Relevant H&S qualification or appropriate experience
- Good report writing skills
- Experience creating content for social media and updating website details
- Demonstrable appreciation and general understanding of nature conservation, archaeology and agricultural history

Skills:

- A professional approach to working with the general public
- Empathy with volunteers and their needs
- Developing and training staff to excel in a variety of disciplines
- Ability to prioritise workloads, efficient administration and organisation skills
- A current UK driving licence

Qualities:

- Passionate about the importance of wildlife and the natural environment to the health and sustainability of the planet's climate, eco-systems and people
- Self-disciplined, self-motivated and self-confident
- Enthusiasm, motivation and dedication
- Good attention to detail
- Willing to work a significant number of weekends (as part of an on-call/duty management rota) and occasional evenings
- Proactive, highly flexible and comfortable with change



Terms of Employment

This is a permanent full-time post (35 hours per week) and is subject to a six-month probationary period. Due to the nature of the Trust's work, occasional evening or weekend work may be necessary for which time off in lieu is given.

We offer a rounded benefits package to include life insurance of three times salary, a contributory pension scheme with generous employer contributions and an employee assistance programme. The postholder is entitled to 21 days paid leave per year pro rata (rising to 30 days through service) in addition to public holidays and Christmas closing period as well as two volunteering days. Other discounts and benefits are available too.

Our office facilities are at Robinswood Hill Country Park in Gloucester. Hybrid working arrangements are available

It is the nature of the work of Gloucestershire Wildlife Trust that tasks and responsibilities are, in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks that are not specifically covered in the Job Description are undertaken, including providing cover for absent staff in order to maintain organisational effectiveness.

As part of its commitment to investing in its people, GWT trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the over-riding priorities of the Trust. An appraisal process is carried out every year.

Major changes to duties and responsibilities and reasonable notice will be given before implementation.



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Equality, Diversity and Inclusion

Gloucestershire Wildlife Trust is committed to encouraging equality, diversity and inclusion among its workforce, and eliminating unlawful discrimination, harassment and victimisation. The Trust's policy is to provide equality, fairness and respect for all staff, whether temporary, part-time or full-time; ensure no unlawful discrimination against the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation; and to oppose and avoid all forms of unlawful discrimination. A full copy of the policy is available on request.





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How to apply

To make an application, please send a CV and covering letter to hr@gloucestershirowildlifetrust.co.uk by midnight on Friday 7th March 2025.

Interviews will be held in person on Wednesday 19th March 2025.

Thank you for your interest in this position and we look forward to receiving your application.

