

## Job Description

**Job Title: Facilities Manager**

**Work Location: Witney** (minimum 80% office based)

### Who We Are

At Open Doors our mission is to strengthen the church in the places where Christians are most persecuted so that the global church remains God's faithful witness to the world. This year Open Doors annual research shows that more than 380 million Christians face high levels of persecution and discrimination for their faith. In more than 70 countries, Open Doors supports them by supplying Bibles, providing emergency relief and helping persecuted believers stand strong for the long-term. In the UK and Ireland, Open Doors connects Christians with the persecuted church, so that they can play their part in strengthening fellow members of Christ's body who share our faith but not our freedom.

### Job Summary

The Facilities Manager's role is to cultivate a welcoming, engaging and safe working environment with the highest standards of Health & Safety and Facilities Management. The Facilities Manager will take the lead in managing all aspects related to these areas, and work in partnership with colleagues to support their working environment and embedding excellent practices in the organisation's culture. The Facilities Manager line manages the Facilities Assistant.

### About the Team

Reporting to the Head of Operations, this role works alongside the Risk and Compliance Officer and Travel Officer, and line manages the Facilities Assistant.

### Hours

37.5 hours per week, usually worked between office opening hours of 8.30am to 6.00pm Monday to Friday. Due to the nature of this role, the Facilities Manager will be required to be in the office 80% of the working week, allowing one day per week working from home, as activities permit. Wednesday is a mandatory office day.

### Responsibilities and Requirements

- Implement and oversee the action plan for the Health & Safety Management System and Facilities Management
- Develop and maintain legally compliant Health & Safety and Facilities Management policies and procedures, and ensuring that key roles are appointed (first aiders and fire marshals)
- Lead, deliver and monitor training programmes and initiatives on Health and Safety and Facilities Management as needed.
- Provide expert advice to senior leaders on legal issues and risks relating to Health & Safety and Facilities Management.
- Oversee and ensure Health and Safety and Fire assessments are up to date.
- Undertake any near misses or accident investigations and reporting (RIDDOR).
- Provide and promote accessible and engaging resources for employees on Health & Safety and Facilities Management.
- Main point of contact for employees with any Health & Safety and Facilities Management concerns or questions.
- Oversee maintenance of H&S, Fire Warden, lock-up and call-out schedules ensuring training and procedural requirements are met
- Manage the Health & Safety and Facilities Management budgets.

- Build effective and supportive relationships with key stakeholders, colleagues and training providers to ensure organisational buy-in and to drive process improvement.
- Regularly conduct review of service contracts with suppliers ensuring value for money agreements
- Lead the continuous improvement of site safety and security
- Oversee office maintenance plans and ensure that these are appropriate to maintain the building in good order.
- Line manages the Facilities Assistant and oversee their responsibilities, including storage space, fleet cars and domestics.
- Work alongside the Head of Operations by contributing to the delivery of infrastructure projects and ensuring key information is provided.
- Be a member of the Wellbeing Committee in order to contribute to the wellbeing of employee at ODUK&I
- Project manage facilities related projects as required
- Manage facilities bookings and event support
- Manage tenancy contracts of external lets

#### **Leadership and Line Management:**

- Lead, manage, and provide wellbeing support for the team, in aspects of work and spiritual life, as appropriate
- Model, give direction and motivation to the team, focusing on the mission, purpose, culture and strategy of the ministry
- Act as source of advice and support for the team and delegating, as appropriate
- Develop and coach the team, towards efficient performance and productivity
- Express appreciation of strengths, and recognition for successful achievements of team, with a rhythm of reflective practice and learning reviews
- Deal with any performance, conduct or absence issues in line with the Team Handbook and the organisational policies and procedures
- Seek advice from the People and Culture team when dealing with issues within the team, to ensure consistency and fairness across the organisation
- Keep up to date with internal news and external communications, and reinforce internal messaging, as appropriate

The above job description is a guide to the work the job holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

#### **Applying Your Christian Faith to This Role**

Because of the essential Christian context in which the role will be performed, the role is subject to an occupational requirement under the Equality Act that the post-holder be a practising Christian. Each working day will involve collective prayer and worship, together with shared reflections on the work of Jesus Christ. All members of staff at Open Doors are expected to actively participate in this shared time and members of staff take it in turns to lead the act of collective worship.

There will be many ways you will be able to apply your Christian faith and the outworking of your faith to the context of Open Doors. The list below gives some of the expectations of this role but is not exhaustive or intended to limit you:

- Contributing to and leading daily devotions (this can be for the whole team or just smaller, departmental groups)
- Participating in retreats, days of prayer and fasting etc.

- Committing to private prayer for the work associated with this role, your direct reports and closest colleagues
- Working in such a way so as to reflect biblical principles of leadership and service
- Applying biblical principles of godly stewardship to operational responsibilities
- To be open and obedient to God's voice and direction in relation to any strategic matter and to always seek His will above all else

### Limits of Authority

To operate within the ethos and aims of Open Doors, adhering to budget parameters and the Open Doors' confidentiality agreement.

### Who You Are

You will demonstrate the following essential criteria for this role:

#### **Culture**

- Committed Christian who is completely in sympathy with the calling, mission and Core Values of Open Doors

#### **Competency**

- Educated to GCSE level or equivalent, with 5 passes, including math and English
- Relevant health and safety qualifications and membership (NEBOSH diploma or IOSH chartered member)
- Organisational expert in health and safety legislation, policies and practices, and with proven experience applying this to both office-based and remote-working staff
- Experience using innovative engagement approaches to facilitate and embed excellent Facilities Management and Health and Safety into an organisation's culture
- Excellent stakeholder (internal and external) engagement and relationship building
- Demonstrable experience designing, delivering and evaluating Facilities Management and Health & Safety strategies and initiatives
- Solid experience engaging learners
- Experience of supervising or line managing

#### **Character**

- be an advocate for, and role model of, Open Doors values.
- able to work effectively under pressure
- responsible and mature outlook
- demonstrates a high level of commitment
- a positive and professional approach both internally and externally

In addition, it would be beneficial for you to demonstrate the following:

- Knowledge of the Health and Safety Regulations, Building Regulations and Fire Safety Reform.

Enhanced disclosure information may be requested from the DBS in the event of a successful application.



### **Our Statement of Faith**

Open Doors is an evangelical Christian ministry

Our Trinitarian faith is enshrined and expressed in the historic creeds of the church:

We believe in God the Father Almighty, maker of heaven and earth;  
and in Jesus Christ His only Son, our Lord,  
who was conceived by the Holy Spirit;  
born of the Virgin Mary;  
suffered under Pontius Pilate;  
was crucified, died and was buried.  
He descended into hell,  
the third day He rose again from the dead;  
He ascended into heaven, and sits at the right hand of God the Father Almighty,  
from where He will come to judge the living and the dead.

We believe in the Holy Spirit;  
the holy Christian Church;  
the communion of saints;  
the forgiveness of sins;  
the resurrection of the body;  
and the life everlasting.