

## **ESTATE & FACILITIES MANAGER**

**RESPONSIBLE TO: THE RESIDENT PASTOR**

### **MAIN PURPOSE OF JOB:**

Responsible for the Management of World Mission Agency – Winners Chapel International (WMA-WCI) facilities across Mission to Europe. This is to support and enhance Church Services and all other activities. Ensures that best practices are followed for maximum efficiency and that the most suitable working environment is attained for its employees and their activities

Ensures plan to foster future growth of the infrastructure, including building maintenance and full facilities control both in London and other WMA-WCI sites.

### **MAIN RESPONSIBILITIES:**

1. Responsible for strategic planning and day-to-day operations, in relation to buildings and premises of World Mission Agency- Winners Chapel International.
2. Project manage, supervise and coordinate the work of external contractors.
3. Put in place and manage processes, procedures and resources to ensure efficiency and consistency of Facility delivery.
4. Produce a weekly report the National Pastor and monthly report the Management and the Board on all key facilities activities and developments.
5. Liaise with other stakeholders and statutory bodies with the responsibility of the facility at any point and ensure effective mobilization for delivery of their assigned task.
6. Coordinate the Department for Planning and Physical Development (DPPD) in undertaking risk assessments and workplace safety assessments as may be required from time to time.
7. Manage the relationship with Local Planning Authorities and other property professionals
8. Ensure that WMA-WCI sites across Mission to Europe (MTE) has a very conducive environment for its employees and their activities.
9. Co-ordinate and manage maintenance activities, including preventive, reactive and planned
10. Ensure full building maintenance control is achieved with preventive maintenance Schedules.
11. Ensure best practice is applied to improve efficiency by reducing overhead utility costs.

12. Calculate and compare costs for required goods or services to achieve maximum value for money;
13. Responsible for both strategic planning and day-to-day operations, particularly in relation to buildings and premises.
14. Manage 3rd party contract for the following with the approval of Leadership:
  - i. Building and grounds maintenance services;
  - ii. Premises Cleaning & Recycling Services.
  - iii. Utilities, Safety and Protection Services;
15. Review future office space requirements and develop and implement a management plan
16. Liaise with the Mission Accountant and ensure all WMA-WCI assets are tagged and managed.
17. Ensure all the buildings meets all fire safety regulations.
18. Responsible for the periodic review of the facility's Security Management Services.
19. Plan for future development in line with the organisations strategic objectives.
20. Manage and lead change to ensure minimum disruption to the organisation's core activities;
21. Check that agreed work by contractors has been completed satisfactorily and follow up on any deficiency.
22. Ensure that any conditional clauses are highlighted at start of any newly agreed contracts e.g. completion dates; retention fees and periods, penalties for non-performance etc.
23. Manage the Health and Safety and General Risk Management within the facilities.
24. Ensure the Reporting of Injuries, Diseases and Dangerous Occurrence (RIDDOR) to the HSE and maintain RIDDOR records.
25. Encourage all colleagues to report "Near Misses" and log for discussion within the H & S meetings
26. Ensure that the facilities department's budget is managed effectively; make budget requests and keep costs within limits.
27. Respond appropriately to emergencies or urgent issues as they arise.
28. Ensure a daily check and routine investigation of the entire facility across Europe using available local resources to ensure compliance at all time.
29. Manage the security, cleaning and janitorial services contracts ensuring value for money.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall objectives of the company.

Person Specification:

Criteria	Standard	Essential/Desirable	Measurement
Work Experience	At least 3 years hands on Estate and Facilities Management experience	Essential	Application Form & Interview
	Experience of project management and change management	Essential	Application Form & Interview
	Experience of managing budgets	Essential	Application Form & Interview
	Ability to work independently on own initiative and also to contribute as part of a team	Essential	Application Form & Interview
	Ability to work under pressure, prioritise workload to manage competing tasks and meet strict deadlines	Essential	Application Form & Interview
	Ability to communicate effectively in person, in writing and over the telephone	Essential	Application Form & Interview
	Ability to work responsibly in dealing with confidential/sensitive information	Essential	Application Form & Interview
Knowledge	A relevant First Degree in Estate/Facility Management or equivalent qualification	Essential	Application Form
	At least LCC level of WOFBI	Essential	Application Form
	Knowledge of relevant health and safety requirements	Essential	Application Form & Interview
Skills	Excellent working knowledge of Microsoft Excel & Word	Essential	Application Form & Test

	Planning and Project Management Skills	Essential	Application Form & Test
	Financial Planning and Negotiating Skills with the ability to manage a budget	Essential	Application Form & Test
	Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential	Application Form & Interview
	Strong organisational/Time Management skills/ Ability to prioritise and organise own workload / able to work to deadlines	Essential	Interview
	Excellent interpersonal skills	Essential	Interview
	Good numeracy skills, accuracy skills and attention to details	Essential	Interview
<b>Attitudes</b>	A self-motivated and purpose driven individual with a positive 'can do' approach to work	Essential	Interview
	Positive approach to customer care and service delivery	Essential	Interview
	Willingness and ability to be flexible	Essential	Interview
	Strong sense of integrity and personal commitment to World Mission Agency's mission "liberating men from all oppressions of the devil"	Essential	Application Form & Interview