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**Facilities Manager**

**Job Description & Person Specification**

**Job Title**: Facilities Manager
**Reports To**: Chief Executive Officer (CEO)
**Location**: Victoria Baths, Hathersage Road, Manchester
**Job Type**: Full-time across any 7 days, annualised hours, flexible working
**Salary**: £35,000 Victoria Baths offers a LIEU scheme.

**Job Overview**

The Facilities Manager will be responsible for the efficient operation, maintenance, and preservation of a listed building, ensuring compliance with statutory regulations and heritage conservation requirements. The role requires balancing modern operational needs with the protection of historic fabric, delivering a safe, functional, and compliant environment for occupants, visitors, and stakeholders.

**Key Responsibilities**

**Building Maintenance & Compliance**

* Develop and oversee planned preventative maintenance schedules tailored to listed building requirements.
* Ensure compliance with statutory health & safety, fire safety, and building regulations, including those specific to heritage assets.
* Manage inspections, risk assessments, and permits to work.
* Oversee specialist contractors for conservation, repair, and restoration works, ensuring adherence to listed building consent.
* Monitor and order supplies for cleaning and building requirements as necessary.

**Conservation & Heritage Management**

* Work closely with conservation officers, architects, and heritage consultants to protect and preserve historic features.
* Manage approvals and permissions for alterations or repairs, liaising with local authorities and heritage bodies.
* Source and coordinate traditional materials and specialist trades when required.

**Facilities Operations**

* Line manage a small team, making sure that tasks are carried out in a timely and effective manner.
* Manage day-to-day facilities services including cleaning, security, utilities, and grounds.
* Monitor energy usage and introduce sustainable practices compatible with the historic fabric.
* Oversee space management, access control, and visitor/staff welfare facilities.
* Work closely and proactively with the Events team, in particular the Events Delivery Manager, to ensure events can be delivered as required and in a timely manner.
* Manage all of the health and safety equipment such as the fire alarm, intruder alarm, lone working device et al.
* Be the first point of contact for alarm call outs.

**Contractor & Budget Management**

* Prepare tenders, procure services, and manage contracts with external suppliers.
* Control budgets, report on expenditure, and ensure cost-effective use of resources.
* Negotiate service agreements and monitor contractor performance.

**Stakeholder Engagement**

* Act as main point of contact for tenants, staff, and external agencies regarding building issues, in particular the building owners Manchester City Council.
* Support events or public use of the building where applicable.
* Provide reports and updates to senior management, trustees, or estate owners.

Any other requirements which are relevant to the Facilities Management role as requested by the CEO.

**Person Specification**

**Skills & Experience**

* Proven experience in facilities management, preferably within heritage or listed buildings.
* Knowledge of conservation principles, heritage legislation, and listed building consent processes.
* Strong understanding of H&S regulations, fire safety, and building compliance.
* Excellent project management and contractor management skills.
* Strong communication, negotiation, and stakeholder management skills.
* Budget management and procurement experience.

**Personal Attributes**

* Respectful and sensitive approach to working with historic environments.
* Practical problem solver with attention to detail.
* Ability to balance operational needs with conservation priorities.
* Organised, adaptable and able to manage competing demands.
* A positive and can do attitude