

Friends of the Earth – Job Description

Job title	Health, Safety and Facilities Manager
Reporting to	Chief Technology Officer
Team	Infrastructure Services
Career stage	Grade D
Contract	Contract
Location	London
Line management	X1 Facilities Assistant

Purpose of the role

To support Friends of the Earth in providing a managed, efficient, organisational focussed facilities management. To lead and implement Health & Safety services and provisions in all offices (including at home), workspaces and FoE events for staff and volunteers consistent with our environmental objectives. Develop and maintain all H&S policies, prepare and submit KPI's and H & S reports for SLT and Board scrutiny and presentation.

Key responsibilities and tasks

Facilities Management -

- Lead the facilities management across FoE – e.g. property maintenance, security, environmental management and reporting, cleaning and other management as occurs.
- Working with all stakeholders to deliver safe, effective premises and workspaces for our staff and volunteers in offices in England, Wales and Northern Ireland. Provide support for internal and external events within all our offices.
- Management and development of building checks with staff to identify and resolve issues.
- Acting as the final point of contact for all Facilities related queries or issues

Health and Safety (H&S) –

- As organisational Health & Safety Officer, develop and maintain all H&S policies. Prepare and submit H&S KPI's and reports for SLT and board scrutiny, setting out planned recommendations for improvement.
- Own and manage all aspects of FOE's H & S management system, which includes risk assessments (topics such as, but not restricted to DSE, international travel, UK based events, New & Expectant mother, homeworking etc.), first aid provision and fire safety, all in order to ensure that activities are safe and our people are protected from undue risks.
- Providing training, information and instruction to manage ongoing risk and report on staff H&S compliance and plan improvement.
- Manage the H&S organisational responsibilities - SLT/Board H&S ownership and responsibility, Fire, First Aid and H&S Warden provision across the organisation, etc.
- Lead on all aspects of property safety and compliance across FOE's property portfolio. Liaise with external H&S consultancies to seek expert advice and ensure we have audits of our H&S approach.

- Acting as the final point of contact for all H&S related queries or issues

Supplier Management –

- Monitor our landlords, building management companies, service providers and other suppliers to deliver as per expectations, overseeing their work as appropriate. This includes renegotiating contracts and finding alternatives to ensure we deliver value for the organisation.
- Lead on lease/license negotiations for new and existing properties. Monitor our service charges, rates, utilities to ensure they are calculated correctly and in line with our lease/license agreements.

Budget Management –

- Responsible for monitoring and suggesting savings for Facilities related budgets across all properties, including rents, service charges, contracts, rates, utilities and all other expenditure within this remit.
- Monitor office tenancy and utilise space to improve on revenue received. Ensure the occupying tenant's usage and invoices are in line with coworking licence terms and conditions. Hold regular contract and rent reviews to ensure competitive revenues are received.
- Lead regular review to implement the most cost-effective use of office space across the nations, taking into account: their current costs and utilisation and a review of alternatives of short-term rentals

Maintenance Management –

- Co-ordinate building services, maintenance and repairs visits for all offices. Including (but not restricted to) fire detection and prevention equipment, intruder/security alarms, emergency lighting, plumbing, ventilation and electrical maintenance.

Overseeing service contracts –

- Monitoring and dealing with any issues including cleaning, postal service, franking machines and other services. Renegotiate and renew contracts as required, ensuring TUPE and other statutory/legal obligations are adhered to.

Communications –

- Champion, promote and communicate on Facilities and Health & Safety matters, in writing, in meetings and face-to-face. At times this may mean dealing with challenging clients, ensuring a mutually satisfactory outcome can be reached.

Environmental Monitoring & Reporting –

- Lead on implementing and improving best in class environmental monitoring/reporting for our offices, actively striving to reduce our organisational footprint and emissions.
- Record monthly energy and recycling/waste usage. Identify irregularities and propose and deliver initiatives.
- Monitor cleaning products and chemicals are safely stored in all offices in line with COSHH (Control of Substances Hazardous to Health) regulations. Ensure safe disposal of electrical and electronic equipment in line with the WEEE (Waste Electrical and Electronic Equipment)

Projects –

- Managing projects (for example office relocations or improvements) or working with a project team of people from across the organisation for larger pieces of work.

Other –

- This role is a key holder for our offices, and the holder must be prepared to be on call in the event of an emergency.
- There will be the occasional need for travel within the UK, with the requirement to stay away from home overnight on occasions.
- Any other duties and responsibilities commensurate with role as required

You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, equality, diversity & inclusion, and our values.

Person specification

Essential:

- Practical experience of a broad range of facilities work, including Hard and Soft Facilities matters across multiple sites.
- Management of third parties' contractors hired to complete facilities tasks, using method statements, risk assessments and a permit to work scheme.
- Proven experience of improving supplier value through contract review, market research and contract negotiation
- Entry level Health and Safety qualification (IOSH Managing Safely Certificate or similar) and working towards NEBOSH qualification, with up-to-date knowledge of current legislation and experience of carrying out Risk Assessments, DSE Assessments, etc.
- Experience of communicating effectively and building strong relationships with people from a variety of backgrounds and with different needs, both individually and in groups, and working with sometimes challenging clients.
- Ability to safely perform equipment installation/elementary repair work and manage/assist in the movement of office apparatus.
- Lead and manage projects and provide training to staff within a facilities context.

Desirable:

- Experience of office lease negotiation & renewal
- Experience of working in a Service Desk environment, using an ITIL approach
- Knowledge of sustainable/green office management
- Qualified First Aider, with up-to-date certificate
- Qualified Fire warden, with up-to-date certificate
- Experience of premises searches and organising office moves.

Our Values

Ability to demonstrate understanding and apply our values.

Integrity – We demonstrate integrity throughout everything we do, internally and externally.

Impact – We make the biggest impact we can through good analysis and judgement, insight, feedback and focus.

Leadership – We motivate others through our individual and collective actions, our compelling vision, and our clarity on what work needs to be done.

Focus on Friends – To build our influence we put new and existing 'friends; at the heart of our work.

Accountability – We hold ourselves and others to account for our work and how we work.

Learning and Enquiring Mindset – We learn continuously, challenging our own assumptions and habits while expanding our horizons to enable us to improve the impact of our work.

Date approved	September 2024
Date reviewed	September 2024

Friends of the Earth staff are not permitted to hold office for political parties or stand as candidates for political parties. Staff should also seek permission from the Senior Management Team if they wish to hold a non-public facing official role in a political party. If this is an issue, please do raise this with us as soon as possible.

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.