

JOB DESCRIPTION

Job Title: Estates Manager (Part Time)

Responsible to: Chief Executive Officer

Responsible for: General Maintenance Caretaker

Job purpose

- Be responsible for the security and maintenance of all St Anthony of Padua Community Association sites.
- To arrange and oversee building repairs and alterations across all St Anthony of Padua Community Association Community Association sites in line with budget requirements.
- To provide property advice to the board to assist in their decisions regarding the development of the charity's property portfolio.
- Be responsible for the management of all building H&S requirements and relevant feedback to the Senior Management Team and the Board of Trustees.

Principal Duties and Responsibilities

- To ensure compliance with Health & Safety legislation relating to all St Anthony of Padua Community Association site buildings in line with their principle purposes including working with appointed fire-consultant.
- To set-up maintenance programmes for all St Anthony of Padua Community Association buildings so regular maintenance and service checks are undertaken in a timely manner and which support overall compliance.
- To arrange all maintenance and repair work in conjunction with the General Maintenance Caretaker and/or through use of external contractors as and when required.
- To undertake regular Health & Safety building inspections at all St Anthony of Padua Community Association buildings and the completion of reports to the Chief Executive Officer and/or Board of Trustees.
- To devise systems to ensure the ongoing monitoring and analysis of building H&S checks, complaints to help support safety and continuous improvement.
- Co-ordinate and supervise the work of the General Maintenance Caretaker and external contractors to ensure tasks are well-planned and support the adoption of safe working principles, including risk assessment, method statements etc

- To control a delegated building management budget and oversee all building maintenance contracts and renewals ensuring quality of service and value for money.
- Provide specialist advice and support to managers on building management issues include H&S, asbestos repairs, building services issues etc.
- To lead on the completion of annual CHAS Accreditation liaising with appropriate managers where required.
- Participation and delivery of relevant training which falls into the areas of expertise.
- To promote and implement St Anthony of Padua Community Association equality principles in all aspects of employment and service delivery in line with company procedures, ethos, and values.
- Adhere to safeguarding principles raising concerns as appropriate in conjunction with the role.

This job description is a guide to the principal responsibilities of the role and is not intended to be an exhaustive list of duties. Therefore, it will always be subject to review considering changes to the role and the work of the organisation.