

Facilities Manager

- Location:** The Frances Hay Centre, Banbury (hybrid working available)
- Hours:** Full time (35 hours per week, Monday to Friday). Occasional out of hours working (evenings/weekends) may be required
- Salary:** £30,000 p.a
- Closing Date:** Monday 7th April 2025 at 5:00pm

About The Role

You're our Facilities Manager. You proactively manage our Banbury HQ site, including fleet management, all aspects of health and safety and line management of our Maintenance Technician. You're adept at identifying areas where we need to act and/or make improvements, and are committed to maintaining a safe, accessible and inclusive working environment for those that work at or visit our site.

About Dogs for Good

Inspired by the way her own dogs instinctively wanted to help, our founder, Frances Hay set up the charity in 1986. Frances's vision was to help disabled people by training assistance dogs to make daily life easier. In 2015 we changed our name from Dogs for the Disabled to Dogs for Good to reflect the wider community that we support.

Our groundbreaking work has shown us how dogs and the bond we share with them can lead to happier, healthier lives. Our work is bringing the best out of a person and dog relationship, and we achieve this in many ways. Some of these are:

- matching people with our highly skilled assistance dogs
- helping families make the most of the relationship with their own dog



- providing community-based support for groups of people who can benefit from a connection with our dogs
- working with research partners to advance our work and advocate for the wellbeing and inclusion of people and dogs who support them

About Our Workplace

Dogs for Good is dedicated to advancing the boundless possibilities of what a connection between people and dogs can enable – in making everyday life fuller, healthier and happier for everyone involved. We want to support more people to benefit from these connections and we have an exciting new strategy to expand our reach and impact.

Your Job Responsibilities

As our Facilities Manager, you will

- Proactively manage our Banbury HQ site, including site health and safety and our fleet of vehicles.
- Prepare, prioritise and manage an annual budget for site improvements, on a rolling basis.
- Proactively manage all supplier/partner relationships, making sure that the site and office facilities are equipped to run smoothly.
- Manage the practicalities of our site development plan, liaising with contractors and others involved in the project.
- Line manage and support the development of our Maintenance Technician.



Your Skills & Experience

Essential:

- Facilities management experience, and a solid understanding of the requirements and challenges of managing a medium/large sized premises with circa 60 employees on site.
- Excellent time management and organisational skills, and you can confidently manage conflicting requirements and prioritise your own workload.
- Strong communication skills and the ability to build good working relationships with colleagues, suppliers and others.
- Experience of supplier/contractor management and contract negotiation.
- A proactive approach, spotting problems before they arise, and you are always looking for ways to make improvements to how things are done.
- A commitment to promoting a safe, inclusive and accessible working environment.

Desirable:

- A recognised health and safety qualification.
- An awareness of accessibility requirements.
- Line management experience.
- Experience of, or a qualification in, project management.
- Preparing and managing budgets.
- Managing a fleet of commercial vehicles.
- Experience of working in a charity.



Other Requirements

- You must have the right to live and work in the UK.
- You must be over 18 years of age.
- You must be comfortable working around dogs.
- Use of the charity's vehicles is essential and a frequent aspect of the role, so a full driving licence is preferred but, where applicable, we will work with the chosen candidate to find alternative solutions in those instances where reasonable adjustments are required.
- As you will be working with vulnerable people, you will be required to undergo a DBS check.
- You are expected to have a good understanding of safeguarding issues and how they should be applied to the work of the charity and its partner organisations. Full training will be provided during your induction.

Our Benefits

- 25 days annual leave plus public holidays, with additional holiday added with length of service
- Additional days off at Christmas
- Your birthday off (and if you don't celebrate or observe birthdays, you can still take a day off to do something meaningful to you)
- Generous employer pension contribution of up to 10%
- Group income protection plan (after qualifying period)
- Group personal accident insurance (after qualifying period)
- A supportive culture underpinned by The Promise:
 - Seek to understand
 - Respect all needs
 - Make positive connections





How To Apply

Please email your CV and a covering letter to people@dogsforgood.org or send by post to Sarah Knight at Dogs for Good, The Frances Hay Centre, Blacklocks Hill, Banbury, OX17 2BS. The closing date for applications is 5:00pm on Monday 7th April 2025.

