

We are seeking a **Facilities Coordinator**

Location: Bore Place, Chiddingstone Causeway, Kent

Salary: £20,001-£22,500 pro-rata

Hours: 18 hours a week, flexitime over the calendar year

We are looking for an experienced facilities coordinator to join our charity at Bore Place and become an integral part of our organisation by taking the lead in maintaining and developing our buildings and our beautiful site.

This diverse role will have primary responsibility for maintenance, site appearance and improvement works, as well as health and safety and fire risk management.

The successful candidate will have practical experience and excellent project management skills.

We would love to hear from you if you have:

- A track record in facilities management
- Experience in coordinating and managing health and safety/fire/licensing
- Evidence of ability to prioritise and meet deadlines
- Evidence of project management
- Evidence of ability and willingness to work hands-on
- Experience of working alongside others and of taking the initiative
- Excellent IT skills – competent in MS Excel and Word
- Flexibility in working hours to meet the needs of the venue and its clients
- Support for the aims of the organisation

In return we can offer:

- The opportunity for flexible working in a beautiful countryside setting.
- Up to 25 days annual leave (pro-rata)
- A role working for a charitable organisation with a passion and drive for delivering sustainability and social justice.
- A chance to be the facilities lead working within a diverse and friendly team.

Download an application pack at www.boreplace.org/jobs

Application deadline: Wednesday 19th July 2017 by 5pm
Interviews will be held on Monday 24th July 2017

For further information please contact Becky Baldock
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