JON HAWKINS SURRY HILLS PHOTOGRAPHY

Facilities Officer

**Be part of a Wilder Future**

***Closing date: 9am Monday 28th April 2025***

***Interview date: Wednesday 7th May 2025***

Please submit your completed application to [jobs@staffs-wildlife.org.uk](mailto:jobs@staffs-wildlife.org.uk) before the closing date.

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**Join Our Movement**

Staffordshire Wildlife Trust protects and enhances the wildlife and wild places of Staffordshire and promotes understanding, enjoyment and involvement in the natural world.

A registered charity established in 1969 it is one of 46 county Wildlife Trusts throughout the UK and is supported by over 22,000 members.

**Our 50-year vision is for a thriving county with wildlife at its heart, which everyone enjoys, values and wants to play their part in protecting and improving.**

Our mission is to ensure that:

We protect and enhance the wildlife and wild places of Staffordshire and promote understanding, enjoyment and involvement in the natural world.

Working for Staffordshire Wildlife Trust, in any role, means you are part of our ambition to halt and reverse natures decline in Staffordshire and across the UK, and to get more people to take meaningful action for wildlife. Whether you work in IT, in our cafes, or out on our nature reserves you will be working with colleagues towards the common purpose of a county richer in wildlife.

**Background**

Staffordshire Wildlife Trust protects and enhances the wildlife and wild places of Staffordshire and promotes understanding, enjoyment and involvement in the natural world.”

A registered charity established in 1969 it is one of 46 county Wildlife Trusts throughout the UK and is supported by over 19,000 members.

The Trust owns or manages 45 nature reserves covering an area of over 1947 hectares. Our 140 staff are based in six locations around the county including our Headquarters at Wolseley Bridge, Stafford, with our work divided up into five departments: Conservation Delivery, Engagement, Marketing & Activism, Fundraising, Membership & Resources, HR & Support Services and Commercial. The Trust has a diverse workforce including site wardens, wildlife surveyors, community and education officers, catering, retail and administration.

In addition, we have a trading company which looks after the trading side of our business. This includes a café at The Wolseley Centre, charity shops in Leek, Penkridge and Codsall and a retail shop in the Wolseley Centre.

We are welcoming. One of the core values of Staffordshire Wildlife Trust is that we nurture a culture of equality, inclusivity and diversity.

We are welcoming to those underrepresented in our communities and we strive to listen, learn and share from each other.

Staffordshire Wildlife Trust is committed to keeping children and young people safe, you can see our policy here:  <https://www.staffs-wildlife.org.uk/our-policies>   
Safeguarding and protecting our visitors, customers, members, staff and volunteers is the responsibility of every trustee, employee, and volunteer at Staffordshire Wildlife Trust

For more information and to request an application pack contact Staffordshire Wildlife Trust on [jobs@staffs-wildlife.org.uk](mailto:jobs@staffs-wildlife.org.uk) or visit our website [www.staffs-wildlife.org.uk/jobs](http://www.staffs-wildlife.org.uk/jobs)

**The Basics**

**Job Title:** Facilities Officer

**Contract Type:** Permanent

**Hours:** 35 per week

**Pay** £26,000 per annum

**Reporting to:** Deputy Chief Executive

**Work Location:** The Wolseley Centre, ST17 0WT as well as regular travel to our other office locations in Leek, Codsall, Penkridge, South Staffordshire and Burton

**Who we’re looking for**

This role is ideal for a resourceful, self-motivated, and proactive problem-solver who thrives in a fast-paced environment. You will be comfortable assessing when a problem can be solved internally, or when it is time to call in a trade or contractor, balancing the cost against the potential benefit of a quick solution.

The successful candidate will provide a proactive, responsive and flexible support function that will both enhance the Trust’s reputation and add to the wellbeing of its staff and visitors.

The key responsibilities include safety and security of the buildings, ensuring they are functional, welcoming and healthy environments for our staff and visitors, this will involve general reactive / planned maintenance works of the external / internal areas, liaising with contractors, scheduling H&S checks and servicing, and carrying out minor repairs as needed.

You will be a team player with a ‘can do’ attitude and the motivation to succeed and will already possess the necessary skills and determination to carry out the above duties. A working knowledge of health and safety regulations and the ability and willingness to help carry, lift, hold and move heavy or awkwardly shaped loads is essential.

**What you will deliver**

The postholder will ensure that all our workplaces are safe, functional and welcoming places to be. You will stay on top of maintenance and servicing requirements as well as plan to ensure minimal disruption is caused from planned tasks.

Your role is crucial to keeping the organisation moving forward, and we welcome ideas on how to remove barriers to people getting the tools, resources and equipment that they need. You will travel frequently to our outposted facilities to ensure that they are providing the equivalent working environment and standards as the main offices at Wolseley Bridge.

You will support the Deputy Chief Executive to ensure capital budget requests are included in the budgets on a forward looking basis, keeping our buildings and asset sin good condition is important to us, but you will also understand the pressure to keep costs low.

You will have a fair amount of autonomy around planning your work, so you will be responsible for managing your workload and time planning in line with H&S requirements and servicing.

1. Ensure that sites are compliant with security, safety, environmental and quality standards
2. Deliver proactive and reactive repairs and maintenance within agreed parameters
3. Ensure statutory maintenance visits are scheduled completed in a timely manner, keeping logs to evidence work done
4. To carry out equipment and premises audits and ensuring that actions identified are delivered in a timely manner.
5. Day to day administration and co-ordinating of contractors and trades, suppliers or maintenance works relating to our office, visitor centre and shop premises.
6. Work with the Deputy Chief Executive to review procurement and suppliers to achieve best value
7. Raising of Purchase Orders to ensure work is scheduled and approved before commencing
8. First point of call for facilities queries and triaging depending on urgency and available budget
9. All staff should recognise the contribution that membership makes towards the running of the organisation. The post holder is therefore expected to understand their role in contributing towards ongoing membership recruitment and the need for a high standard of service to existing members.
10. In order for the organisation to work effectively you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties, appropriate to the post, as delegated by your line manager;
11. Working at the Wolseley Centre but with regular travel around the county to carry out checks and work and there will also be the occasional need to work outside of office hours on evening and weekends.
12. Raise awareness of the work of Staffordshire Wildlife Trust and be an ambassador for the Charity;
13. All staff are required to abide by organisational policies and procedures.

What we’re looking for – Key Skills

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| **Personal Qualities** | |
| **Organised and Methodical** | You will have strong organisational and time management skills, you will be able to prioritise tasks and proactively schedule in maintenance. You will keep accurate records. |
| **Team focused and supportive** | You will take pride in your work, and in your ability to keep things running smoothly. You will enjoy collaborating to get the job done |
| **Calm communicator** | You will have excellent personal skills and be able to communicate calmly with a wide range of audiences, you will be cool in a crisis! |
| **Resource Efficient** | You will use resources wisely ensuring that you balance maximum benefits and cost |
| **Professionalism** | Always professional, on-message and on-brand – you will represent the Wildlife Trust and it’s values and mission at all times. |
| **Determination and Resilience** | You will have a can-do attitude and will take setbacks and feedback constructively. |
| **Problem Solving and Analysis** | You will relish a challenge and be analytical in your approach to solving problems. |

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| **Knowledge** |
| Good working knowledge of H&S regulations relating to workplaces |
| Familiar with the geography of Staffordshire |
| A working knowledge of Microsoft 365/outlook/excel/teams |
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| **Essential requirements** |
| Significant experience of working in a facilities and maintenance role |
| Ability to work independently, be self-motivated and pro active |
| Used to dealing with conflicting priorities and multiple deadlines, and be comfortable working under pressure |
| Strong attention to detail and high standards of finish |
| Skilled in using systems to manage multiple sites and contractors, keeping accurate records and storing data. |
| Self-motivated with excellent organisational skills |
| Must be able to work independently with a good understanding of safe working practices, be willing to get stuck in, and work as part of a wider team working towards SWT key aims and objectives |
| Responsive to changing demands and able to perform effectively in a pressurised environment |
| A full current driving licence |
| **Desirable requirements** |
| The job involves working to deadlines and targets without close supervision |
| Practical experience and ability to undertake simple maintenance and repair works |
| This role supports flexible office hours (dependent on events, meetings and other activities) |
| May involve working occasional evenings, weekends and bank holidays |
| Experience of managing manual handling requirements |

**Working for Us**

At Staffordshire Wildlife Trust we don’t just offer jobs – we offer careers. As well as investing in our mission, we invest in our people and culture. We’re committed to creating an engaging, supportive and inclusive workplace for all and providing opportunities for development, training and growth. We also provide a range of benefits such as flexible working, an employee assistance programme and a wellbeing allowance.

Your journey in the Trust starts with your induction. Whatever role you're here to do, we'll explain what to expect, show you where to go, and make sure you understand your new environment before you get going.

You’ll get the chance to see what others in your teams, and across the Trust are doing through job shadowing and team working. We have 45 other Wildlife Trusts, working passionately just like us, whose knowledge and experience you can also draw from.

**Learning and Development**

One size doesn’t fit all, we will work with you to identify where you and the organisation want to grow and develop and put together a personal plan that works for you, whether that’s on-the-job training, flexible e-learning, or one-to-one support.

If we need you to hold a qualification for your role, from either a legal or professional point of view, we’ll cover the cost of your membership fee where needed as part of your continuous professional development.

We believe work-life balance is important. We work 35 hours a week, and we believe a good work life balance makes for happier, healthier employees. We support flexible working wherever possible, and we are currently operating a hybrid working model.

**We have a range of benefits that support you when working for us:**

* *10% Non-contributory Pension*
* *Employee Assistance Programme*
* *Life Assurance*
* *Salary Sacrifice schemes for cycle to work and Electric vehicles*
* *25 Days basic holiday allowance, plus bank holidays, and extra Christmas leave.*
* *15% discount in our cafe*
* *PPE and uniform provided as required.*

We’re wild about inclusion

* We aim to put equality, diversity and inclusion at the heart of Staffordshire Wildlife Trust to ensure that everyone has the opportunity to experience the joy of wildlife in their daily lives.
* We’re Wild About Inclusion, to us, this means inspiring, empowering, and engaging people from all backgrounds, cultures, identities, and abilities, to change the natural world for the better. It means creating workspaces where difference is celebrated, everyone can be themselves and flourish, just like nature.
* We aim to better understand and address the inequalities experienced by many communities in accessing and connecting with nature. This includes recognising that the conservation sector is one of the least diverse professions in the UK and that access to careers and educational opportunities needs to be significantly improved. We believe being Wild About Inclusion is critical to the future of The Trust, the health and wellbeing of our communities and to wildlife.

What we stand for

We are:

**Resourceful:** Making best use of what we have, and always alive to opportunities to do things better and more efficiently

**Passionate:** Making the case for valuing and protecting wildlife

**Pioneering:** Using new and innovative ways to achieve our vision helping us led by example

**Evidence** **Based:** Making our case on scientific-face and interpretation

**Welcoming:** Giving our members, our supporters, and the wider public the best service possible

**Professional:** Striving to be the best we can be in all that we do, seeking continuous improvement and benchmarking our performance

**Collaborative:** Working in partnerships between staff, volunteers, members, communities, landowners, businesses and many others to achieve our vision.