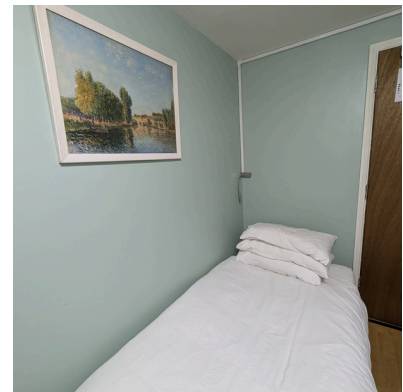


Facilities Manager Recruitment Pack



The Winchester Beacon
20B Jewry Street, Winchester, SO23 8RZ
01962 862050
www.winchesterbeacon.org.uk

Charity number 1080443



Welcome from our CEO



I am really pleased that you are considering applying to work with us here at The Winchester Beacon. We are a small and friendly staff team working alongside a great community of volunteers to give people experiencing homelessness hope and the chance of a new beginning.

The Winchester Beacon first began supporting people facing homelessness in 1988. We have since helped thousands of people to rebuild their lives through our welcoming accommodation and tailored support.

Working as part of our team is rewarding. Every day you can see the impact that our work has on people's lives.

With plans to increase the size of our accommodation, we are looking to grow our team to include a Facilities Manager. This new role will provide oversight to ensure all our charity's facilities operate efficiently, safely and in full compliance with regulations.

If you are organised and a strong communicator with relevant experience then we would be delighted to hear from you.

Best wishes,
Robyn Kohler
Chief Executive

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Our History



The Winchester Beacon (TWB) is the operating name of Winchester Churches Nightshelter (WCNS) which was set up in 1988 by Churches Together in Winchester. Run by voluntary effort, the charity group used various buildings around the city, including church halls and temporarily vacant properties.

In 1995, we became an independent registered charity moving into our dedicated premises on Jewry Street in central Winchester in 1997. The building, which was owned by Hampshire County Council, has been used as a Victorian gas-works, a Burberry factory, a bakery, a co-operative dairy, a printing works and finally a library store. The Winchester and District Housing Association agreed to develop the site, in a joint venture, to provide a shelter for the homeless on the ground floor and ten low cost studio flats above. The Nightshelter was officially opened on the 14 September 1997 by local Baptist minister, Rev Paul Hills.

We now also manage three offsite properties which together accommodate an additional twelve people. These four-bedroom houses act as a stepping stone to independent living. All of our twenty-two residents are able to benefit from personalised wraparound support to enable them to rebuild their lives.

During the pandemic we adapted our services to ensure that we could stay open. This involved moving to single bedrooms to reduce shared airspace and extending our opening hours so that our residents could 'stay home' during lockdown. These changes lived on beyond the pandemic after we saw the positive impact they had on our residents. It was at this point that we changed our operating name to The Winchester Beacon as we had become so much more than a nightshelter.

The Winchester Beacon is the operating name of Winchester Churches Nightshelter, a company limited by guarantee.

Registered Company number 03928334
Registered Charity number 1080443
Registered office: 20B Jewry Street, Winchester, Hampshire, SO23 8RZ

Our Vision, Mission & Values

Vision: To transform lives, inspire hope and end homelessness.

Mission: To help break the cycle of homelessness by enabling people to rebuild their lives.



Honest and open

We treat everyone with kindness and respect, without prejudice or discrimination.



Safe and supportive

We provide a home where residents can be comfortable and safe and can find the help and restoration of self-esteem they need.



Flexible and caring

We foster collaboration to work as a team with residents, staff, volunteers, the local community and other agencies / partners.

How we Help



Each of our residents is able to benefit from one-to-one personalised support. Their Support Worker works alongside them to establish issues at a root of, and as a result of, their homelessness. Together, they identify the areas that they need support to help them to meet their goals and rebuild a life away from homelessness.

Residents can access:

- Free counselling and psychotherapy
- Budgeting advice
- Help with substance misuse
- Tenancy and housing support
- Help to find training and employment
- Life coaching
- Ongoing support when they transition to independent living.

Free activities for residents include:

- Gym pass to local leisure centre
- Boxing classes
- Guided cycling club
- Cookery club
- Haircuts.

Larry's Story

Larry, 66, became homeless after his mother passed away. They had been living together in the council house that had been their family home for over 40 years. Originally in Larry's father's name, when he passed away the tenancy moved to his mother. This meant that legally the house could not be passed on again and so Larry was instructed to leave.

"George, my Support Worker at The Beacon, helped me sort out my pension. I knew it was there but I couldn't access it, I didn't know much about the internet so George helped me.

I've moved into my own one-bedroom flat. The Winchester Beacon helped me apply for it and also sorted out furniture and a cooker for me so that I start with what I need.

Having now experienced homelessness, I value having a space in the world even more than I did before. It's easy to worry about how I'll cope living on my own but I'm going to take it as it comes and I know I still have the support of The Winchester Beacon."

Job Description

Job Title:	Facilities Manager
Location:	Winchester-based with some hybrid working. You must have your own car and be prepared to travel around the Winchester area if needed.
Hours:	22.5 hours pw between 8am-5pm. Time off in lieu and some hybrid working is available.
Salary:	£20,400 FTE 0.6 (depending on experience).
Benefits:	25 days holidays plus bank holidays, pension, Medicash plan, flexible working hours and hybrid working.
Start date:	To be agreed.
Direct reports:	Catering Co-ordinator and Administrator

The Facilities Manager is responsible for overseeing the efficient operation, safety and regulatory compliance of all charity facilities. This role ensures that buildings, systems and operations meet legal standards and support a safe, productive work environment. The role is part time and can be hybrid by arrangement.

Facilities Management

- Manage maintenance, repairs and upgrades across our ten-bedroomed main site in central Winchester, four houses and office building ensuring our accommodation is fit for purpose.
- Negotiate with utilities suppliers and oversee supplier relationships and service contracts.
- Oversee health and safety, risk assessments and maintenance across all sites. Develop and maintain compliance programs aligned with UK regulations.
- Conduct audits and inspections; maintain documentation.
- Oversee and arrange staff training on compliance policies and procedures.

Health and Safety

- Ensure the organisation is prepared for emergencies and maintain incident response plans.
- Maintain compliance with HSE and environmental standards.
- Ensure that employees who are working from home are DSE compliant.

Budgeting and Reporting

- Manage budgets for facilities and compliance operations.
- Report on performance, risks and improvement plans.
- Develop a maintenance schedule for each of the properties.

Person specification

Experience

Essential

- Experience in facilities, maintenance, property management and compliance roles.
- Experience of using facilities and compliance management software.
- Experience of managing budgets and supplier relationships.

Desirable

- Experience and understanding of working with adults experiencing homelessness and other complex needs or challenging behaviour.
- Experience of working within a charity.

Knowledge and skills

Essential

- Excellent interpersonal and communication skills.
- Strong knowledge of UK health, safety and environmental regulations.
- Approaches challenges or issues with a problem-solving mindset, looking for effective solutions rather than focusing on the problem itself.
- Strong organisational abilities, able to prioritise and to skilfully plan and manage time.
- Ability to make decisions independently when necessary.
- Proficiency in conducting risk assessments and creating action plans based on findings.
- Proficiency in Microsoft Word, Excel, Outlook and Access.
- Strong record-keeping and attention to detail.
- Skilled project manager.

Desirable

- NEBOSH, IOSH, or equivalent health and safety qualification.
- Understanding of sustainability and energy efficiency initiatives.
- Experience overseeing small refurbishment or capital projects.
- Knowledge of safeguarding practices.

Personal attributes

- Compassionate and empathetic with a genuine desire to make a positive impact.
- Resilient and calm - able to work under pressure while remaining compassionate and caring.
- Self-motivated - the drive to achieve goals independently, without needing external motivation or supervision.
- Team worker - demonstrates a commitment to strong collaborative work by actively engaging with colleagues, volunteers, external partners and to be accountable for the outcomes.
- Ownership - willingness to take ownership of tasks and projects and to be accountable for the outcomes.
- Positive attitude - maintains a positive attitude even in challenging situations.
- Future-orientated - has a forward-thinking perspective, anticipates future needs or issues and plans accordingly.
- Aligned with the values and mission of The Winchester Beacon.

Equality, Diversity and Inclusion

The Winchester Beacon is committed to creating an inclusive environment where everyone is treated with dignity and respect. Applications are welcomed from all sections of the community.

Safeguarding

The Winchester Beacon is committed to safeguarding and promoting the welfare of vulnerable adults. All staff are expected to share this commitment and follow safeguarding policies and procedures. This role will require a DBS check.

How to apply

Please send your CV and a covering letter to ceo@winchesterbeacon.org.uk. We will be shortlisting candidates on a rolling basis so early application is recommended.