

Derbyshire Dales Council for Voluntary Service

Administration and Facilities Manager

Job Description

Job Title	Administration and Facilities Manager
Full time salary scale	£31,537 to £33,699 <i>pro rata</i> 18 hours per week £15,342.32 to £16,394.11. As a general principle, new staff members are expected to start at the lower point of the salary band and progress through the grade as they gain experience and demonstrate competence in the role.
Responsible to	Chief Executive
Place of Work	ABC Building Bakewell DE451AH

The main base for the post is the DDCVS office at the Agricultural Business Centre, Bakewell. The postholder may also be required to work from home, remotely, or at other DDCVS or partner premises from time to time, in line with organisational needs. The postholder will help ensure that staff have appropriate equipment, systems and guidance to work safely and effectively across office, home and remote settings.

Job Purpose

To manage and develop DDCVS office, facilities, administration and business support systems so that staff, trustees, volunteers and visitors can work safely, effectively and inclusively. To support the Chief Executive and Board of Trustees with governance administration, organisational compliance, information management, policy coordination and the effective operation of digital and physical working environments.

Main Responsibilities

Facilities Management

- Ensure that all DDCVS premises and workspaces are safe, accessible, secure, well maintained and appropriately equipped.
- Coordinate routine and reactive maintenance, cleaning, servicing, repairs and contractor visits, maintaining appropriate records.
- Support compliance with health and safety requirements, including workplace risk assessments, fire safety procedures, accident reporting, emergency arrangements and display screen equipment considerations for office and home workers.
- Manage office access, keys, visitor arrangements, room use and day-to-day security procedures.
- Ensure that staff have suitable equipment, guidance and support to work effectively from DDCVS premises, home or other agreed locations.

- Identify opportunities to improve environmental sustainability, including energy use, waste reduction, recycling and sustainable purchasing.

ICT, digital systems and cyber security

- Liaise with ICT support providers to ensure that DDCVS digital systems, devices, software and connectivity are reliable, secure and fit for purpose.
- Support the effective use of Microsoft 365, Teams, SharePoint, email, shared files and other organisational systems.
- Coordinate arrangements for ICT equipment purchasing, asset records, maintenance, upgrades, replacement and secure disposal.
- Support good cyber security practice, including password security, phishing awareness, software updates, access controls, incident reporting and staff guidance.
- Ensure that digital systems support inclusive, accessible and efficient working for staff, trustees and service users where relevant.

Services for DDCVS clients

- Manage and coordinate practical services offered to DDCVS members, clients and partner organisations, ensuring that any room hire, equipment loan, administrative support or related services are delivered efficiently, safely, inclusively and in line with current organisational procedures.

Governance, Management and Administration

- Support the Chief Executive and Board of Trustees with the organisation and servicing of Board meetings, sub-committee meetings, AGMs and EGMs, including agendas, papers, minutes and follow-up actions.
- Maintain accurate and confidential governance records, including trustee records, membership records, declarations of interest, policy logs and key organisational documents.
- Support the Chief Executive and Company Secretary with charity and company administration, including preparation of information required for statutory reporting or regulatory submissions.
- Coordinate the review, updating and communication of organisational policies and procedures.
- Maintain secure administrative, personnel and governance records in line with data protection requirements and agreed retention arrangements.

Recruitment, HR administration and safeguarding

- Support recruitment administration, including preparing documentation, arranging interviews, completing pre-employment checks and maintaining accurate recruitment records.
- Maintain confidential personnel records in line with organisational procedures and data protection requirements.
- Coordinate DBS checks and related safer recruitment administration where required.
- Support compliance with safeguarding policies and procedures, including accurate record keeping, appropriate escalation and staff access to current guidance.

Procurement, suppliers and insurance

- Purchase equipment, supplies and services in line with agreed budgets, authorisation levels and financial procedures.
- Maintain effective supplier and contractor records, including contracts, service arrangements, renewal dates and insurance documentation.
- Seek value for money and appropriate quality when procuring goods and services, taking account of accessibility, sustainability and organisational needs.
- Support the review and renewal of organisational insurance policies and related records.

General

- Complete relevant administrative tasks including record keeping, producing written reports and monitoring of activities.
- Provide relevant management information as required.
- Contribute to the core functions of DDCVS.
- Undertake other tasks as may be required from time to time.
- Carry out work in line with DDCVS policies and procedures.
- Attend supervision, annual review and team meetings as required.

Decision Making

- Make day-to-day decisions relating to office administration, facilities, visitor arrangements, routine purchasing and practical support services within agreed policies and delegated authority.
- Escalate decisions involving significant cost, contractual commitment, organisational risk, staffing matters or governance implications to the Chief Executive or trustees as appropriate.
- Act as a first point of contact for trustees in the absence of the Chief Executive, while ensuring that decisions remain within agreed authority levels.

Special circumstances

- In the absence of the Chief Executive (e.g. during holidays, sick leave. etc.) to act as the first point of contact for the Board of Trustees.
- Very occasional evening and weekend working could be necessary.

Person specification

Essential

- Ability to communicate clearly, professionally and inclusively with staff, trustees, volunteers, members, clients, suppliers and visitors.
- Confident use of Microsoft 365 and digital workplace tools, including email, Teams, shared files and online meeting systems.
- Good literacy, numeracy and attention to detail, including the ability to produce clear reports, records and written communications.
- Strong organisational skills, with the ability to prioritise work, manage competing demands and meet deadlines.
- Ability to use initiative, solve practical problems and make sound decisions within agreed policies and delegated authority.
- Understanding of confidentiality, data protection and secure information handling.
- Awareness of cyber security good practice and ability to follow and promote safe digital working.
- Working knowledge of health and safety, safeguarding, equality, diversity and inclusion, financial procedures and organisational governance.
- Commitment to inclusive, accessible and respectful services and working practices.

Desirable

- Experience of working in a voluntary sector, charity, community or social enterprise setting.
- Experience of facilities coordination, office management, premises support or contractor liaison.
- Experience of supporting governance administration, such as meeting papers, minutes, trustee records or policy review processes.
- Experience of purchasing equipment, supplies or services and maintaining supplier records.
- Experience of supporting hybrid working arrangements or digital workplace systems.
- Awareness of environmental sustainability in office, facilities or procurement practice.
- Knowledge of the communities, voluntary sector and local context of the Derbyshire Dales.

How to apply

We do not require a CV for this position. Instead, we invite applicants to demonstrate their suitability through their application letter, drawing on examples from employment, voluntary work, education, community involvement, lived experience or other relevant activities. We welcome applications from individuals with transferable skills and diverse backgrounds and encourage candidates to show how they meet the criteria and the contribution they could make to our organisation. If you would like to have an informal chat about the role, please contact Fay Harris, at fay@ddcvcs.org.uk or 074 83 16 16 59.