

**Facilities Officer, Corporate Services, Bolton / Bradford or Homebased in the North region**  
**30 hours per week**  
**Grade 2 (upper): £23,531 - £25,918 per annum pro rata**  
**Permanent contract**

Family Action has been a leading provider of services to disadvantaged and socially isolated families since its foundation in 1869. We work with over 45,000 children and families a year by providing practical, emotional and financial support through over 100 services based in communities across England.

A further 150,000 people benefit from our educational grants and information service. We tackle some of the most complex and difficult issues facing families today – including domestic abuse, mental health problems, learning disabilities and severe financial hardship.

The Facilities department manages all Assets and Estates that Family Action own or lease across the whole organisation overseeing all the 165 services across England, addressing all issues with hardware, networks and buildings.

Reporting to the Head of Facilities, the successful post holder will be responsible for the management of Facilities Assets and be responsible for the implementation of Health and Safety and environmental management in Family Action's North region. You will also support with corporate services across the whole of the charity, including supervising some external contractors. You will be a confident communicator who is able to work under pressure, achieve targets and meet deadlines, and be comfortable working remotely in a small team environment where priorities can change at short notice.

Our Values: People focus, Mutual Respect, Excellence-in-all-we do and a Can-Do attitude.

If you can relate to these and have the necessary skills and attitude we can offer you:

- A competitive salary, leave entitlement and pension scheme
- Career development opportunities
- A full induction and on going quality training
- The opportunity to become part of Family Action initiatives
- Flexible working hours
- Managed work loads with regular supportive and reflective supervision

**For an application pack and further information, including the benefits we offer, please visit [www.family-action.org.uk/workingwithus](http://www.family-action.org.uk/workingwithus).**

**Please email completed applications to: [completed.application1@family-action.org.uk](mailto:completed.application1@family-action.org.uk)**

**Closing date:** 25<sup>th</sup> January 2020, 9am

**Interview date:** TBC

*Family Action offers good working conditions, a comprehensive training programme and a Group Personal Pension Scheme (GPPS). We welcome applications from all sections of the community.*