



Senior Facilities Administrator- London

Salary:	£23,780-£26,417 pro rata per annum (inclusive of Inner London Weighting)
Hours:	30 hours
Department:	Corporate Services
Location:	34 Wharf Road, London, N1 7GR

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 organisation overseeing all the 165 services across England, addressing all issues with hardware, networks and buildings.

Reporting to the Head of Facilities, you will be responsible for the efficient administration of head office and ordering of all assets and expenditure.

Person requirements (skills/experience):

Good level of competence in Microsoft Office 365 and proficient in Excel. Able to work under pressure, achieve targets and meet deadlines. You will be a confident communicator and comfortable working in a small team environment where priorities can change at short notice.

We are forward looking, ambitious and with a commitment to continuous improvement. We are a people focused, can-do organisation, which strives for excellence in all we do and operate with mutual respect. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

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.

Please email completed applications to: completed.application21@family-action.org.uk

Closing date: 3rd August 2021, 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.