



Facilities Administrator, Facilities Department

Based in Head Office, London (N1)

37 hours per week – full time

Grade 2 (lower) point 11-15: £24,986 – £27,755 per annum, Inclusive of Inner London

Weighting

Temporary Contract (6 months maternity cover)

Are you a self-motivated, innovative team player, who is solution focused and passionate about making a difference? Do you have an excellent track record of retaining and delivering excellent operational services? If so, we want to hear from you.

At Family Action we transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 150 community based services, as well as supporting thousands more through national programmes and grants.

Introduction to the role and service / project:

We are looking for a motivated, passionate Facilities Administrator.

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

Your skills

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.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.

What will we offer you?

We'll offer you a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. All roles in Family Action are open to a discussion about possible flexible working options, subject to business needs, and all new starters will have the right to make a flexible working request from day one of employment. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing service and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.

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

Next steps:

- **To apply:** fill out the [Application Form](#) and email it to: completed.application6@family-action.org.uk
- **To learn more about Family Action:** check out our [Recruitment Pack](#)
- **To learn more about Family Action's terms & conditions:** check out the [Summary Terms & Conditions of Employment](#)
- **To help us fulfill our commitment to encouraging diversity and promoting equal opportunities:** fill out our anonymous [Equality & Diversity Monitoring Information survey](#)

Closing date: **Friday 5th January 2024 at 9:00am**

For direct queries with the hiring manager or you would like to discuss any aspect of the selection process, please email: brian.tam@family-action.org.uk

ID: 1020