

Job Title:	Assistant Facilities Manager
Location:	Futureworks Riverside
Hours:	Full-time - 40 hours a week
Start date:	August 2022
Reporting to:	Facility Manager
Pay:	£25,750
Benefits:	Healthcare

Company Info

Futureworks is a leading provider of university education in Sound, Music, Film, Television, Games, Animation and Visual Effects. Based in the centre of Manchester our premises boast state of the art studios and high-spec production facilities built to industry standards. Futureworks degree courses are delivered by experienced professionals, and our excellent links with industry employers mean students benefit from exciting guest lectures and fantastic opportunities to gain experience on real-world projects.

Futureworks values and celebrates diversity and has adopted equality, diversity and inclusion as core values. We welcome applications from suitably qualified candidates whatever their background, and especially from BAME candidates who are under-represented in our workforce.

Job Summary

The Assistant Facilities Manager will be responsible for assisting the Facilities Manager in the operation of Futureworks sites and management of the Facilities Team. The post holder will have additional responsibilities including the logistical and technical support of Futureworks' events, and supporting other professional services staff in their activities. The post holder must have strong organisation skills, will have an eye for detail, and will be an effective and personable communicator with experience of working with a range of stakeholders and supervising others. The post holder will be technically minded and proficient in the use of computer equipment. Technical skills relating to IT and other creative media specific equipment is desirable but not essential.

Representative Work Activities

- Managing room and equipment bookings in response to demand.
- Assignment and oversight of tasks and planned maintenance.
- Documentation and monitoring of departmental processes.
- Liaising with site management and 3rd party contractors.
- Maintain the Facilities Team staff schedule.
- Arranging staff and material resources for on-site and off-site events.
- Monitoring of health and safety standards.
- Monitoring the general upkeep of facilities.
- Assist students and staff in setup and usage of studio and classroom resources.
- Ensuring the reception area is staffed and operating to a high standard.
- Enforcing company policies and security procedures.
- Arranging open and lock up of the building.
- Monitoring and ordering of office and facilities consumables.
- General administrative support to the Facilities Manager.

Quality Indicators

- Work is carried out on time and to standards agreed with Line Manager.

- Ability to prioritise own tasks within a framework set by the nature of the tasks in hand.
- Able to provide high quality customer service, relaying accurately factual information
- Knowledge of, and adherence to, the organisation's Health & Safety and Equal Opportunities policies.

Applications should be in the form of a CV and covering letter and addressed to the Facility Manager quoting reference **AFM0822**. Applications can be sent via email to facility.jobs@futureworks.ac.uk or via post to: *Facility Manager, Futureworks, Riverside, New Bailey Street, Manchester, M3 5FS*