



Role: Facilities Manager

Responsible to: Jamboree Manager

Responsible for: Leading and managing the planning and delivery of the 2013 KIJ facilities

Main Activities:

To act as the Facilities Manager on the Jamboree Management Team, to attend management meetings and manage delivery agents in the following areas.

- ✓ Deputy Facilities Manager - will assist in all aspects of the Facilities Manager role
- ✓ Security - responsible for all site security, vehicle movements and people management.
- ✓ Medical - responsible for all Jamboree medical cover and services
- ✓ Welfare - responsible for all child welfare
- ✓ Maintenance - responsible for all operational facilities maintenance and sub camp support.
- ✓ Waste Management- responsible for delivering, implementing and executing a waste strategy.
- ✓ Cleaning - responsible for site and facilities cleaning
- ✓ Infrastructure - responsible for all jamboree equipment and buildings (permanent & temporary)
- ✓ Health & Safety - responsible to protect people against risks to health or safety
- ✓ Transport - responsible for putting in place all transport plans and there execution.
- ✓ Staff Catering - responsible for the delivery of healthy eating for Jamboree staff.

- ✓ Further you will be expected to attend internal and external promotional events where appropriate, attend other departmental team meetings as appropriate, have a broad understanding of other departmental needs and requirements, attend sub team meetings, attend meetings in the evening and at weekends, ensure that any critical issues are indicated early and dealt with diligently, create and deliver against a timeline with critical milestones, meet objectives and to deliver within budget.

- ✓ You will be able to communicate electronically

Other attributes that may help:

- ✓ Willing to consider on line communication methods such as skype
- ✓ Able to create a delivery strategy working with a broad outlook, whilst delivering against detail.
- ✓ Good interpersonal skills
- ✓ Able to provide good references
- ✓ Enthusiasm for a job well done

Notes:

Whilst we are not specifically looking for anyone who has undertaken the role before any experience will be taken into consideration. We are looking for people who can deliver, if you think this role is for you and it excites you then we want to here from you.

Contact : Andy Trill

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Leave your contact details and don't forget to mention the role that is of interest.