



Job Title: Facilities Manager

Hours of work: 40 hours per week

Salary: £30,000 – £35,000 per year, depending on experience

Location: MCT sites (St Paul's Sports Ground, Lions centre, current and new satellite hubs)

Responsible to: SLT

Role Summary:

Millwall Community Trust (MCT) is looking for an experienced Facilities Manager to manage MCT operated sites (St Paul's Sports Ground, Rotherhithe, Lions Centre, and current and future satellite hubs) in Southwark, Lewisham, and Kent. MCT has a strategy of encouraging sports participation through positive partnerships and operates a number of programmes across these sites.

Key Responsibilities:

- Assist and supervise clients and customers in their use of the MCT operated site by maintaining a clean, secure and customer focused service, ensure customers' safety and well-being. This includes assisting in the development and participation of activity programmes
- Work with individuals and/or groups from a range of backgrounds
- Be responsible for the setting up of equipment and facilities and for the correct use and safekeeping of both
- Manage staff at the site
- Health and safety issues at sites
- Rota allocated for staff at the site
- Build and support positive working partnerships with existing and new key partners to
- Receive continued funding for the hire of facilities
- Generate new hires through effective enquiry handling from the initial enquiry call through to the facility tours with follow up calls and effective closure of the sale.
- Take incoming customer calls, and make outgoing customer calls or cold calls in order
- To sell floor space at the MCT facility site.
- Undertake cleaning as necessary in order to attain a high level of cleanliness
- Preparation of the facility and maintenance of safety standards
- Ordering of items for the MCT site
- Maintenance of the MCT site
- Providing Sales Invoices for departments
- Completion of Risk Assessments.



Millwall Community Trust Ltd.
Registered Company: 3920152 Limited by Guarantee
Registered Office: The Den, John Berylson Way, London, SE16 3LN
Registered Charity: 1082274
VAT Registration No: 805 1229 63



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- Maintain high standards of professional behaviour towards colleagues, the young people with whom MCT engages and the wider general public when working for or wearing MCT branded kit.
- Undertake regular professional development days as set by MCT in order to continue your own personal development, whilst allowing MCT to continue setting a benchmark within the industry.
- Undertake administrative tasks related to all MCT activities which include sessions bookings, updating registers, Invoicing, consent forms, risk assessments, incident and accident forms,
- Have up to date knowledge of, and adhere to, all MCT policies and procedures, including those relating to Safeguarding, Health and Safety and emergency procedures, including those relating to venues where you may be based.
- Undertake other duties as required to ensure efficient delivery of MCT sessions.
- Develop and maintain positive relationships with young people, parents, staff, and local partners.

Person Specification

- Customer Service Level 2 **(essential)**
- Facilities Management Qualifications – (ILM or BIFM) **(essential)**
- Experience of facilities management **(essential)**
- Level 2 Health and Safety
- Nebosh Award / National Certificate
- Up to date FA Emergency Aid and Safeguarding certificates
- Be self-motivated, committed and reliable once assigned work
- Ability to prioritise workload
- Good presenting skills
- Delegation Skills
- Ability to manage budgets
- Excellent interpersonal skills



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To Apply: To comply with safer recruitment procedures for the Club we are unable to accept CV's without an application form accompanied.

Please ensure that you complete our standard application form (which is available via a link on our website). If you do require assistance in any part of the application process, please contact us via recruit@millwallfc.co.uk

Application Form Link: www.millwallfc.co.uk/club/currentvacancies/new-page-16

All applications need to be sent to recruit@millwallfc.co.uk

Due to the quantity of applicants expected, only those short-listed will be notified.

Closing date for applications: Friday 6th December 2024

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably requested.

Millwall Community Trust are fully committed to equality, diversity, inclusion, and anti-discrimination. We will work to address areas of under-representation and disadvantage in all aspects of our operations, activities, and services. In practice, this means that we will respect the needs of each and every individual regardless of their differences; and to this end we will deliver our operations, activities and services in such a way so as to ensure that no one is excluded.

Please note that the appointment of the successful candidate will be subject to standard preemployment screening, as applicable to the post. This will include right-to-work, proof of identity, Disclosure and Barring Service (DBS), and references.

Please note that any personal data submitted to the charity as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. The charity's Policy on Data Protection is available on request.

Entry into employment with the charity and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



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'Millwall Community Trust is committed to safeguarding children and adults at risk. The successful candidate may be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information given.'

Safeguarding Policy Statement

Because of the nature of the work undertaken by Millwall Community Trust (MCT), it is required by law to have in place robust safeguarding policies and procedures to ensure the protection of children, young people and adults at risk. To ensure that MCT meets that duty - and as part of a proactive, integrated and consistent approach to safeguarding - the organisation has developed a Safeguarding Handbook.

What is safeguarding?

Safeguarding is the action that is taken to promote the welfare of children, young people and adults at risk and protect them from harm. Safeguarding means protecting people from abuse, maltreatment, neglect, harm and/or exploitation. Through MCT setting up and following good safeguarding policies and procedures, it means that children, young people and adults at risk - that come into contact with our organisation - are protected from those that might pose a risk. All organisations that work with (or come into contact with) children, young people and adults at risk are required to have safeguarding policies and procedures to ensure that everyone - regardless of their age, gender, religion or ethnicity - can be protected from harm.

MCT's Safeguarding Ethos

MCT will always seek to provide protection to any person that receives our services. To this end MCT will provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a person may be experiencing, or be at risk of, harm. MCT believes that no one should ever experience abuse of any kind. MCT has a responsibility to promote the welfare of all children, young people and adults at risk to keep them safe. MCT are committed to work in a way that protects them. This **Safeguarding Policy Statement** applies to everyone that comes into contact with MCT - including as applicable - the Board of Directors & Executive Team, Senior Managers, Staff, Agency Staff, Contractors, Suppliers, Volunteers, Students on work experience, as well as anyone else working on behalf of MCT. This policy also applies to any other person that engages with the work of MCT and includes parents, carers, families and other visitors to MCT premises.

Safeguarding at MCT

MCT places the safeguarding of children, young people and adults at risk as its prime focus and has developed full safeguarding policies and procedures. To underpin the approach, MCT ensures all of its management team, staff members and volunteers have been fully trained in safeguarding to enable the organisation to live and breathe its approach. **In developing MCT's safeguarding policies and procedures, the organisation has adopted the following three-part safeguarding strategy which focuses on:**

1. Getting the right people involved with MCT

This is achieved through adherence to MCT's Safer Recruitment Policies and Procedures.

2. Creating a safe environment for children, young people & adults at risk

This is achieved by providing all required safeguarding training, support and best practice advice; and further guidance by the effective communication of MCT's Codes of Conduct.

3. Promoting clear systems to deal with any safeguarding concerns

This is achieved through implementation of all MCT's policies and procedures relating to safeguarding.

A full copy of MCT's Safeguarding Handbook is available by speaking with (or contacting) the MCT person responsible for safeguarding.



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