



Job Title:	Regional Facilities Administrator	Job Band:	Band 7
Reporting to:	Regional Facilities Manager	Size of Team:	100
Direct Reports:	0		

The job holder will be part of the team responsible for ensuring that administration is dealt with in an efficient, correct and timely manner. Key duties will include building and premises administration and providing administrative support to the facilities team.

## Key Responsibilities

- Receive and process incoming mail, email and telephone communications
- Administer the development and operation of property committees across the region
- Provide administrative support to the Regional Facilities Manager in projects and work relating to property renovation, usage, acquisition and disposal
- Be the first point of contact for all staff, volunteers and external contractors relating to the upkeep and maintenance of properties
- Attend and minute relevant property committee meetings
- Administer the regional facilities and insurance details and support the Regional Facilities Manager in the claims process
- Administer the hiring out of rooms to external parties, to include submitting 'Request to invoice/credit note' forms to the SSC
- Provide information and reports to the Regional Facilities Manager as directed
- Liaise with employees and volunteers on equipment issues
- Schedule equipment servicing as required
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

## You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills



## BE PART OF A LIFE SAVING TEAM



## Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
<b>Education and Qualifications</b>		
Educated to GCSE level or equivalent (Grade C) inc Maths & English	✓	
<b>Experience</b>		
Use of computerised systems; Relevant planning systems, data input and applications	✓	
Working within a team	✓	
Undertaking office administration	✓	
Dealing with customer and employee queries	✓	
Experience of working within a facilities function or similar environment		✓
<b>Skills, knowledge and abilities</b>		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to prioritise and show attention to detail	✓	
Capable of understanding the importance of customer service and working with service level agreements	✓	
Excellent written and verbal communication skills	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

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