

# Person Specification



## Facilities/Operations Manager

**Position:** Facilities/Operations Manager **Location:** East Meon, Hampshire

### About Us:

At The Sustainability Centre we believe in creating a sustainable future for generations to come. Our initiatives focus on environmental education, land management, community engagement, and fostering a culture of responsible living. We have a variety of buildings including meeting and office space, a hostel and B+B. campsite and several indoor and outdoor education spaces, set within our 55 acres site.

### Key Responsibilities:

- **Facilities Management:** Ensure the smooth operation and maintenance of our buildings and facilities, promoting a sustainable and eco-friendly work environment.
- **Operational Efficiency:** Support Team leaders by devising and implementing streamlined processes and procedures to maximise operational efficiency without direct management of a team.
- **External Contractors:** Liaise with external contractors for facility-related services, negotiating and supervising small works
- **Compliance:** Ensure compliance with environmental and safety regulations, fostering a secure and environmentally conscious workplace. With particular responsibility for Health & Safety and Risk Management

### Experience/capability:

- Proven experience in operations management, preferably within the non-profit or sustainability sector.
- Strong organisational and problem-solving skills.
- Knowledge of sustainability practices and their integration into daily operations.
- Ability and willingness to get hands on with some practical works
- Ability to work independently and manage tasks without direct supervision.
- Passion for sustainability and a commitment to making a positive impact.

### Qualifications:

- Proven experience in facilities and operations management.
- Can-do attitude
- Collaborative approach

## The Sustainability Centre

### Earthworks Trust Ltd & Earthworks Foundation

Droxford Road, East Meon, Petersfield, Hampshire. GU32 1HR

01730 823166 FAX 01730 823168

info@sustainability-centre.org

www.sustainability-centre.org

Company No: 3011755 VAT No: 673751707 Charity No: 1079866



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## What We Offer:

- A meaningful and fulfilling work environment dedicated to sustainability.
- Opportunities for professional development and growth.
- The chance to contribute to a sustainable future without the need for direct team management.
- Salary: £26,000- £28,000 pro rata
- 22.5 hours per week
- £15,600 - £16,830 per annum

## How to Apply:

Please send your cv and covering letter highlighting your experience and skills, as well as why you want to join our team to [christine@sustainability-centre.org](mailto:christine@sustainability-centre.org)

## Deadlines:

Applications close 09:00 am February 1<sup>st</sup> 2024

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