

POST:	Facilities Manager
REPORTS TO:	Head of Academy
HOURS	37.5 hours/week (across 5 days between Monday and Saturday)
LOCATION	Fight for Peace Academy, Woodman Street, London, E16 2LS
SALARY:	£37,000 - £40,000
Level: Manager	
<p>Purpose of role:</p> <p>Fight for Peace is a global organisation that uses sport and martial arts combined with education, employability training, and personal development to address violence and support the development of young people aged 7–25 in communities affected by crime and social inequality. We believe that every young person deserves the opportunity to reach their full potential.</p> <p>The Facilities Manager is a critical role in making that possible. The postholder is responsible for ensuring that the Fight for Peace Academy is safe, secure, clean, comfortable, on brand, and functioning optimally at all times — providing a physical environment in which young people, staff, and the wider community can thrive. This includes leading on all health and safety requirements, overseeing maintenance and refurbishment projects (including major capital works), managing a wide portfolio of contractors and service providers, and championing a culture of excellence in how the Academy space is cared for.</p> <p>The role also supports Fight for Peace’s mission by leveraging the facilities to generate income, raise the organisation’s profile, create opportunities for young people, and build strong relationships with the community and other stakeholders.</p> <p>As a full-time role working across Monday to Saturday, the postholder will provide consistent, visible leadership of the Academy’s facilities function. This includes some Saturday presence to support events, external hire, and weekend programme delivery. The Facilities Manager works closely with the Head of Academy and the senior leadership team, and plays an active role in the Academy’s management culture, operational planning, and organisational compliance.</p>	
KEY RESULT AREAS	MEASURES OF SUCCESS
<p>Health & Safety</p> <p>Ensure the facilities, infrastructure and working practices at Fight for Peace are health and safety compliant and meet all statutory regulations and requirements, working with external service providers where appropriate;</p>	<p>The Academy operates in full compliance with all relevant statutory requirements at all times. A central compliance register is maintained and kept current, with zero overdue inspections or lapsed certificates.</p>

<p>Ensure an effective fire marshal system is in place, that all staff are trained in their responsibilities, and that alarms and drills are regularly tested and formally recorded;</p> <p>Ensure risk assessments for all facilities and activities at the Fight for Peace Academy are in place, reviewed every six months, and accessible to relevant staff;</p> <p>Maintain and review accident and near-miss records, identifying trends and making recommendations for improvement;</p> <p>Act as the lead point of contact for all statutory inspections — including fire safety, EICR, gas safety, legionella, asbestos management, and PAT testing — maintaining up-to-date compliance records and a central register of certificates, reports, and insurance documentation, with renewals actioned ahead of expiry;</p> <p>Lead the development and annual review of the Academy's Health and Safety policy and associated risk management framework, reporting progress to the Head of Academy and senior leadership team;</p> <p>Ensure all staff, volunteers, and contractors working on site are aware of their health and safety responsibilities, and that appropriate induction and refresher information is provided.</p>	<p>Accident and near-miss records are maintained in full, reviewed regularly, and any required actions are completed promptly.</p> <p>All staff are able to describe their responsibilities in the event of a fire or other emergency. Fire drills are completed termly and recorded.</p> <p>H&S policy is reviewed annually and signed off by the senior leadership team. The policy and associated risk management framework reflect current legislation and best practice.</p>
<p>Academy Facilities</p> <p>Ensure all Academy facilities are secure, safe and fit for purpose, allowing young people aged 7–25 and staff to carry out activities safely;</p> <p>Coordinate the staff keyholder group and ensure the Academy is opened reliably each morning and securely closed at the end of each working day;</p> <p>Coordinate all maintenance, redecoration, and facility development work, ensuring appropriate risk assessments are completed and all works reflect the Fight for Peace brand and values;</p> <p>Manage and oversee capital works and refurbishment projects — including the current changing rooms development — from specification</p>	<p>All Academy facilities are consistently maintained to a safe, clean, and fit-for-purpose standard. Issues are identified and addressed within agreed timescales, tracked via the reactive maintenance log.</p> <p>Capital works projects are delivered on time and within budget, with clear documentation of specification, procurement, progress, and sign-off.</p> <p>A PPM schedule is in place and adhered to, with no major unplanned failures attributable to lack of preventative maintenance.</p>

<p>and contractor procurement through to completion, snagging, and sign-off, ensuring delivery on time, within budget, and to the required standard;</p> <p>Maintain a planned preventative maintenance (PPM) schedule for all major plant, equipment, and building fabric, ensuring proactive rather than reactive estate management;</p> <p>Manage all contractor and supplier relationships, including tendering for works above agreed expenditure thresholds; ensure all contractors meet Fight for Peace’s safeguarding, health and safety, and insurance requirements before commencing any works on site;</p> <p>Manage the cleaning team and ensure all Academy spaces meet required hygiene standards consistently;</p> <p>Ensure staff consumables (cleaning products, stationery, kitchen supplies, etc.) are sourced and regularly replenished, maintaining appropriate stock levels;</p> <p>Ensure the Academy reception is operational during all core working hours;</p> <p>Maintain and update Fight for Peace’s asset and key registers;</p> <p>Oversee Fight for Peace’s IT infrastructure, working with the IT contractor (AMJ IT) and other service providers to meet the needs of the team across hardware, software, mobile devices, printers, and CCTV systems;</p> <p>Communicate proactively with the senior leadership team and wider staff on the status of existing, upcoming, and completed facilities projects.</p>	<p>All contractors hold required documentation (DBS, insurance, H&S compliance) and this is verified before any contractor commences work on site.</p> <p>IT infrastructure is reliable and meets the needs of the organisation, with issues resolved within agreed SLA timescales by the IT contractor.</p> <p>Asset and key registers are accurate and kept up to date. Staff feedback on facilities quality and responsiveness is positive.</p>
<p>Brand</p> <p>Ensure all facilities projects — from day-to-day maintenance to major refurbishment — reflect and strengthen the Fight for Peace brand and values;</p> <p>Liaise with colleagues and external suppliers to ensure consistent application of brand standards across signage, décor, and the presentation of all Academy spaces.</p>	<p>All completed works and maintained spaces are consistent with Fight for Peace brand standards. The Academy presents as a professional, welcoming environment for young people, staff, and visitors.</p>

<p>Use of Academy Space</p> <p>Manage use of Academy facilities among staff and external users, maintaining a clear and up-to-date room booking system;</p> <p>Coordinate all use of the Academy by external users, including volunteer groups, community organisations, schools, and commercial hire, ensuring all bookings are properly recorded, safeguarding considerations are met, and appropriate hire agreements or contracts are in place;</p> <p>Proactively identify opportunities to maximise income from facility hire, working with the income generation team to develop and promote the Academy's hire offer to community and commercial users.</p>	<p>A clear, current room booking system is in place and consistently used. All external hire is properly contracted, with relevant safeguarding checks completed.</p> <p>Facilities hire income meets or exceeds agreed annual targets, with a growing pipeline of community and commercial users.</p>
<p>Budget</p> <p>Design and manage the annual facilities budget, covering all maintenance, capital expenditure, contracts, and income generation activities;</p> <p>Provide monthly budget monitoring reports to the Head of Academy and senior leadership team, clearly highlighting variances, risks, and any unplanned expenditure;</p> <p>Identify and deliver cost efficiencies and value-for-money improvements across facilities-related contracts and procurement, without compromising quality or safety.</p>	<p>Annual facilities budget is set on time and managed within agreed parameters. Monthly monitoring reports are produced on time and of a quality that enables informed decision-making by the senior leadership team.</p> <p>Year-end spend is within budget, with any material variances explained and accounted for. Evidence of proactive cost management and value-for-money procurement.</p>
<p>Safeguarding</p> <p>Ensure all facilities management practices are consistent with Fight for Peace's safeguarding policies, including safe recruitment and vetting of contractors, management of site access and security, and lawful and appropriate operation of CCTV systems;</p> <p>Ensure the physical environment of the Academy supports a safe and welcoming space for young people aged 7–25, including appropriate signage, designated areas, clear sightlines, and a layout consistent with safeguarding best practice;</p>	<p>All contractors are DBS-checked and vetted in accordance with Fight for Peace's safeguarding requirements before commencing work on site. Records are maintained and up to date.</p> <p>The physical environment supports safeguarding best practice. Any concerns are reported to the DSL promptly and within required timescales.</p> <p>CCTV is operated lawfully and in line with Fight for Peace's policy, with access</p>

<p>Report any safeguarding concerns arising from facilities management activities to the Designated Safeguarding Lead in line with organisational policy, and cooperate fully with any safeguarding processes or reviews.</p>	<p>appropriately controlled and records retained as required.</p>
<p>Academy Management Responsibilities</p> <p>Attend weekly management team meetings and contribute proactively, including providing facilities updates and flagging risks or issues requiring leadership attention;</p> <p>Deputise for the Head of Academy where required and appropriate;</p> <p>Communicate organisational key messages when requested by the CEO or Directors;</p> <p>Ensure own annual appraisal is completed, with an agreed development plan supported by HR;</p> <p>Take collective responsibility for the Academy's annual plan and agreed objectives;</p> <p>Input into fundraising proposals and funder reports as required, providing accurate data and narrative on facilities-related activities and expenditure.</p>	<p>Active, positive participation in weekly management meetings. Facilities issues are raised proactively and resolved within agreed timescales.</p> <p>Funder reports include accurate, concise narrative on facilities-related programme activities and expenditure where required.</p> <p>Annual appraisal completed on time, with development plan agreed</p>
<p>Partnerships</p> <p>Develop and maintain productive relationships with maintenance contractors, statutory inspection providers, local authority contacts, and other relevant external partners;</p> <p>Represent Fight for Peace professionally in external meetings and forums when requested by management;</p> <p>Contribute to the Newham Youth Partnership and other local networks as relevant to the facilities management function, including sharing learning on estate management in community settings.</p>	<p>Contractor and supplier relationships are managed effectively, with strong communication, clear expectations, and prompt resolution of issues.</p> <p>Fight for Peace is represented professionally in relevant external forums, contributing positively to the organisation's reputation and profile.</p>
<p>Management of Self</p> <p>Maintain and develop knowledge of relevant legislation, best practice guidance, and sector developments in facilities management, health and safety, and estate management;</p> <p>Plan, prioritise, and manage a varied and demanding workload effectively, maintaining</p>	<p>The postholder proactively manages their own workload and CPD. Mandatory training is completed on time and records are up to date.</p> <p>The postholder models Fight for Peace's values in day-to-day work, contributing to a</p>

<p>excellent communication with colleagues, contractors, and stakeholders at all times;</p> <p>Maintain a commitment to and working understanding of equality, diversity, and inclusion, with the motivation and ability to challenge non-inclusive and discriminatory behaviour;</p> <p>Undertake mandatory training required by Fight for Peace and any additional professional development agreed with the line manager;</p> <p>Maintain a working understanding of safeguarding responsibilities in the context of facilities management, and keep this knowledge current.</p>	<p>positive team culture and supporting colleagues where needed.</p>
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Person Specification

KNOWLEDGE, SKILLS & EXPERIENCE:

Skills

- Strong leadership skills, with the ability to manage a team and coordinate work across multiple contractors and service providers simultaneously;
- Excellent organisational and time-management skills, with the ability to prioritise a varied workload and respond flexibly to competing demands;
- Strong communication skills, both written and verbal, with the ability to liaise confidently with staff, contractors, external partners, and young people;
- Proven ability to manage budgets and produce clear financial monitoring reports;
- Proactive, solutions-focused approach with a high level of personal initiative and the ability to work independently;
- Confident decision-maker, with sound judgement and the ability to escalate appropriately.

Knowledge/Experience

- Demonstrable experience in a facilities management, estates management, or building management role, ideally within a charity, education, sports, or community setting;
- Sound, working knowledge of health and safety legislation and compliance requirements, including fire safety, COSHH, manual handling, asbestos, legionella, PAT testing, and EICR;
- Proven experience of managing contractors and overseeing maintenance and refurbishment projects from specification through to completion and sign-off;
- Experience of developing and maintaining a planned preventative maintenance (PPM) schedule;
- Understanding of safeguarding in a facilities context, including safe contractor recruitment, site security, CCTV operation, and creating a safe physical environment for young people;
- Experience of managing IT infrastructure and working with IT service providers;
- Experience of generating income through facilities hire or commercial space management;
- Experience of using risk assessment tools and point-of-work risk assessments for maintenance and construction activities;
- Ability to produce clear, accurate reports and documentation in a timely manner;
- Knowledge of the London Borough of Newham or experience working in a similar inner-city community context (desirable).

- Experience of risk assessments and managing risk within a sports and ideally youth service provision.

Attributes

- Positive, can-do attitude — focused on finding solutions, not obstacles;
- Adaptable and calm under pressure;
- Reliable and consistent in delivering high standards;
- Committed to Fight for Peace's mission, values, and the young people it serves;
- Motivated to work as part of a diverse team in a dynamic, community-facing environment.

Qualifications :

- Relevant professional qualification, such as NEBOSH General Certificate, IOSH Managing Safely, or equivalent (desirable but not essential — relevant experience and a commitment to CPD will be considered);
- First aid qualification (desirable);
- Enhanced DBS check — the successful candidate will be required to undergo an enhanced DBS check before commencing employment;
- Right to work in the UK.