

**BRITAIN YEARLY MEETING (BYM)**

**JOB DESCRIPTION**

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| **JOB TITLE:**  Head of Estates & Facilities  **REPORTING TO:** CEO, Quiet Company  **LINE MANAGES**: Head of Facilities; Property Management Advisor    **DEPARTMENT:** Estates & Facilities  **DATE**: March 2024 |

**Job Purpose**

The Head of Estates provides leadership of the estates activities and capital projects of Britain Yearly Meeting (BYM) and has oversight of the provision of facilities management. This remit includes health and safety, and the environmental and social impact of BYM’s activities at Friends House, Swarthmoor Hall and other properties and land held by BYM.

The post holder acts on behalf of BYM in the development of Drayton House and other investment properties, taking steps to ensure BYM investment property income and future income is protected.

The postholder is responsible for the commissioning and the oversight for delivery of capital projects relating to BYM’s estates, supported by the Head of Facilities & Property Services. In addition, the postholder oversees the day-to-day management of all facilities and maintenance of Friends House in Euston.

The post holder offers strategic advice to the Quiet Company CEO on estates-related matters and contributes to the planning and budgeting process for the whole organisation.

**1.** **Key accountabilities and main tasks**

Strategic responsibilities

Working with the Quiet Company CEO and appropriate governance bodies, the post holder advises on strategic decisions for the following areas of BYM’s centrally managed work:

* Property strategy
* Facilities strategy
* Health, safety, and environmental impact
* Sustainability practices

Leadership of BYM’s estates operations

* Oversee all aspects of the estate to ensure that BYM delivers services efficiently, effectively and in accordance with organisational and BYM Trustees priorities by making sure it has:
  + the relevant plans, policies, reports, agreements, and registers in place, up to date and in regulatory/statutory compliance,
  + effective estate and facilities management operational plans,
  + effective business or heritage cases to support capital projects
* Develop or contribute to policies / procedures in relevant areas including sustainability, procurement, accessibility, and health & safety.

Governance and reporting

* Serve as secretary to the BYM Property Development Steering Group and Swarthmoor Development Steering Group and other project groups as required
* Attend Finance & Property and any other committees of BYM Trustees, ensuring that their work is carried out. Ensure that these bodies (including their clerks, and any working groups and subcommittees) are supported, receive appropriate advice, and that their meetings are appropriately serviced.
* Ensure that these committees communicate effectively with other governance bodies of BYM
* Convene and chair project meetings with design teams and related professional consultants
* Ensure that progress towards strategic aims is monitored understood and that appropriate impact data is collected, analysed, and regularly shared with colleagues, and reported on to committees and trustees as required
* Maintain an overview of delivery risks and appropriate mitigations.

Organisational Management and Planning

* Has oversight of the work of the Head of Facilities & Property Services to ensure operational planning and reporting, and to align it with strategic priorities
* Leads on operational planning and reporting for the Estates team
* Leads on budget creation for the Estates and Facilities teams

Management of staff and work

* Help BYM realise its aspiration to be an exemplary employer, including by upholding the BYM Managers' Commitment and the values of the organisation,
* Provide effective leadership, support, direction, management, and development of BYM staff and their work,
* Oversee and support operational managers in the joint leadership of their departments,
* Ensure BYM staff collaborate with each other and with partner organisations, in order to deliver work programmes effectively and efficiently,
* Ensure that implementation plans are in place for the work of staff as discerned by the relevant governance committees,
* Act as custodian and ambassador for the ex-offender programmes, such as Bake the Difference

Communications

* Serve as a channel of two-way communication between Friends and meetings and the centrally managed work.
* Communicate with stakeholders, Quakers, partners, and others about estates projects.

**2. Intellectual Demands**

* Maintain a high-level understanding of the interactions between the needs of Quakers in Britain, its tenants, and other organisations.
* Balancing the demands of a complex and wide range of services and provision.
* Detailed understanding and overview of business finances and budget.
* Keep abreast of professional and other developments in the estates, facilities, and voluntary sector, and interpret them to those concerned.
* Apply Quaker values and experience to all areas of the work, including advising as new issues arise, and ensuring that the work of the estates matches the requirements of Quakers in Britain as expressed through the minutes of relevant governance bodies including the Property Development Steering Group, Swarthmoor Hall Development Steering Group, Finance and Property Committee, BYMT Trustees, Meeting for Sufferings and Yearly Meeting.

**3. Judgements**

* Provide advice on the strategic direction for the estates and related capital projects with projected spend value of up to £5 - 10 million,
* Appointing key professionals / consultants to work on major projects,
* Negotiate contracts for approval on leases and tenants across the portfolio, including securing a long-term tenant/s for Drayton House from 2024,
* Deciding on appropriate reference to governance bodies; ensuring that they have access to clear and accurate information and advice to enable effective decision-making,
* The role demands an ability to research the facts and analyse them dispassionately.
* The post requires the ability to communicate persuasively and convincingly.

**4. Use of Resources**

* Accountable for the oversight and deliver of projects using the Property Upkeep and Swarthmoor Hall funds and others within the BYM profile,
* Plan and manage the budget for Estates and major projects (up to £10m),
* Effective deployment of the key professionals and staff across the areas of work,
* Implement procurement policies in line with Quaker values.

**5. Communications**

**Internal:** 55%

(Paid staff)

* Primary contacts are with Head of Facilities & Property Services, Head of Finance & Resources, staff working on capital projects and estates related work, members of Management Meeting and Operational Managers.

**External**: 45%

(Non- paid staff include tenants, local and area meetings, committees etc.)

* Negotiate with external stakeholders on leasing agreements, to present to the appropriate governing body or committee for approval
* Communicate with major suppliers, contractors, architects, and other professionals,
* Build and maintain relationship with tenants, managing agents and local or area meetings in relation to BYM estate,
* Communicate development plans and projects with key stakeholders and Quakers in Britain,
* Primary contacts are with Committee members (Finance & Property, steering groups) and Trustees. Secondary contacts include property professionals, managing agents, auditors, lawyers, insurance and utility brokers, executors of testators, tenants, and local Friends,
* Acts in a role of ambassador for the ex-offender programmes.

**6. Physical Demands & Co-ordination**

* The post makes no unusual physical demands

**7. Working Conditions and Emotional Demands**

* Occasional on-call out of normal working hours
* Occasional weekend working as required

**OTHER RESPONSIBILITIES:**

* Responsible for ensuring that Britain Yearly Meeting's Equal Opportunities Policy is adhered to in all aspects of the role
* Responsible for ensuring that Britain Yearly Meeting's Health & Safety Policy is always adhered to
* Responsible for ensuring that Britain Yearly Meeting's commitment to sustainability is adhered to in all aspects of the role
* To undertake duties and responsibilities commensurate with the post

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

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| **Job Title: Head of Estates**  **Department: Estates**    **Date:**  **2022** |

**ESSENTIAL SKILLS AND KNOWLEDGE**

* Leadership and management of a diverse estates portfolio, including historic buildings, organic farm, and woodlands,
* An understanding of how to design and implement strategies,
* Excellent negotiation skills
* Appointing of key professional and consultants,
* Preparing business cases for capital development or conservation works,
* Project management,
* Acting a staff lead / secretary to governance committees,
* Building relationships with local planning and conversation bodies,
* Excellent interpersonal skills, articulate and able to communicate both orally and in writing with people from a variety of diverse backgrounds,
* Decision-making, diplomacy, and problem-solving ability,
* Demonstrable ability to adapt to an ever-changing environment,
* Good organisational skills, with an ability to take the initiative, manage priorities and work independently without direct supervision,
* Strong IT skills.

**ESSENTIAL QUALIFICATIONS**

* A degree in estates, facilities or equivalent Institute of Workspace and Facilities Management qualification, or substantive related experience or proven track record within the sector.

**ESSENTIAL EXPERIENCE**

* 3 to 5 years’ of working in a leadership role at a senior level within the estates sector with proven experience in:
  + Project management,
  + Financial management,
  + Procurement,
  + Effective planning and reporting,
  + Heritage / conversation management,
  + Sustainability and build environment,
  + Contract management of third-party professionals.

**DESIRABLES SKILLS / KNOWLEDGE**

* Knowledge of and sympathy with Quaker values,
* NEBOSH or IOSH Managing Safety or related qualification,
* Experience of working with governance bodies,
* Experience of preparing business cases and funding applications,
* Championing sustainability and environmental issues,
* Historic house museum experience,
* Knowledge or experience in delivering operational estates and building facilities services.

The potholder is expected to demonstrate BYM managers’ commitments and uphold Quaker values.

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| Job Description Agreement  **Post holder:**  **Manager:**  **Date:** |