Job description

Job title
Head of Estates and Facilities

Hours
37.5 hours per week

Contract
Permanent

Role profile and grade
OS60S - Grade 7, Point 19 rising to Point 21 with biennial increments

Salary
£65,907.00

Location
Together Trust Central Office, Schools Hill, Cheadle, Stockport, SK8 1JE / Hybrid working

Reports to
Commercial Director

Type of DBS required
Enhanced Child & Adult Workforce (We will apply for this on your behalf.)

Job purpose

The Together Trust is entering an exciting phase of growth and transformation, seeking fresh, forward-thinking approaches to how we work and deliver value. Our Estates and Facilities Team is at the heart of this change - driving innovation, improving efficiencies, and leading the journey to create exceptional environments for our staff, visitors, and the people we support.

As Head of Estates and Facilities, you will play a pivotal leadership role in shaping the environments where the Together Trust's life-changing

work takes place. Reporting to the Commercial Director, you will be responsible for the strategic delivery of safe, high-quality, and cost-effective estates and facilities services across all sites.

You will lead and inspire a multidisciplinary team to ensure our buildings and infrastructure not only meet regulatory and operational standards but also enhance the daily experience of colleagues, visitors, and the people we support. With a focus on continuous improvement, environment, sustainability, and smart resource management, you'll help the organisation grow and thrive - creating spaces that are safe, inclusive, and fit for the future.

Key responsibilities

The postholder will have the following responsibilities:

- Provide effective leadership and day-to-day line management to the Estates and Facilities Managers, the Health and Safety Manager, and the Estates and Facilities Office Coordinator.
- Work collaboratively with the Commercial Director and Executive Assistants to ensure aligned priorities, seamless communication, and coordinated delivery across strategic and operational estates functions.
- Lead the strategic delivery of estate-wide services across a diverse and complex property portfolio, including specialist education settings (school and college), children's homes, therapeutic services, central offices, and day provision sites.
- Champion safe, inclusive, and accessible environments that enable outstanding support, ensuring every building reflects the Trust's values and enhances the user experience.
- Deliver the Trust's annual capital and estates programme, ensuring projects are delivered on time, within budget, and to the highest standards, while aligning with growth and transformation plans.
- Oversee planned and reactive maintenance across all sites, ensuring buildings and grounds are safe, compliant, and well-maintained to support uninterrupted service delivery.
- Drive strategic space planning and optimisation, supporting organisational growth and maximising the effective use of every site through intelligent layouts, relocations, and long-term planning.
- Embed excellence in cleaning, housekeeping, and site presentation, ensuring all environments are welcoming, hygienic, and foster wellbeing for those who live, work, or learn in them.

- Provide strategic oversight, accountability, and assurance on health and safety governance, ensuring robust policies are in place, strategic and operational risk is managed, and a strong culture of compliance and accountability is being maintained.
- Ensure full statutory and regulatory compliance across all estate activities, including fire safety, building regulations, asbestos, legionella, and safeguarding of vulnerable people.
- Promote environmental sustainability and energy efficiency, embedding eco-conscious practices and delivering carbon reduction strategies in line with national guidance and the Trust's ambition.
- Manage procurement and contract partnerships for facilities, maintenance, and estate services - ensuring cost-effective, high-quality, and ethical supplier relationships.
- Lead emergency and incident planning, ensuring preparedness for fire, flood, pandemic, and critical service continuity threats across all sites.
- Oversee the Trust's front desk and central helpdesk, providing responsive, professional support to staff, visitors, and service users for all facilities-related matters.
- Coordinate conferencing, meeting space and resource management, ensuring physical and digital spaces are equipped, functional, and enhance operational effectiveness.
- Lead catering and hospitality operations, ensuring food services meet diverse dietary, cultural, and health needs while upholding quality and safety standards.
- Oversee Trust-wide vehicle procurement and fleet management, supporting safe, cost-efficient transport for colleagues and the people we support.
- Manage asset lifecycle planning, including condition surveys, refurbishment scheduling, and contribution to new property acquisitions and disposals.
- Provide leadership for out-of-hours estates and business continuity arrangements, ensuring an effective 24/7 response to urgent reactive maintenance and premises emergencies, alongside robust arrangements for maintaining and rapidly restoring critical services during major incidents.
- Inspire and manage a high-performing estates and facilities team, fostering a culture of service excellence, continuous improvement, and professional growth.

Other responsibilities

- Actively engage with the Together Trust's vision, mission and values.
- Commit to promoting equality, diversity and inclusion.
- Champion the Together Trust's vision, mission, and values - embedding them into everything you do and inspiring others to do the same.
- Lead by example in advancing equality, diversity, and inclusion - ensuring our environments are welcoming, accessible, and empowering for everyone.
- Play a visible and active leadership role in team discussions - bringing insight, sharing expertise, and fostering a culture of learning, collaboration, and continuous improvement across the Estates and Facilities team.

Additional information

- Applications are welcome from all, regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.
- If there is any part of your lived experience you want to keep confidential in some way please talk to the Recruitment or HR shared service teams and we will do what we can to support you.

Person specification

You will need to demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Educations, qualifications and training	Degree in a relevant subject such as, but not limited to: Facilities Management Building or Quantity Surveying Construction or Project Management Estates or Property Management Engineering (Civil, Mechanical, or Electrical) Architecture or Architectural Technology Environmental Sustainability or Energy Management Evidence of continuous professional development, particularly in leadership, sustainability, or strategic asset management. Possess a valid driving licence allowing the holder to drive in the UK.	Postgraduate qualification in relevant area. Membership of a recognised professional body (e.g. IWFM, RICS, CIOB, CIBSE, RIBA etc.). Health and safety qualifications (e.g. NEBOSH General or Fire Certificate). Project management qualification (e.g. PRINCE2, APM, MSP) Fire safety or legionella responsible person training
Experience and skills	Experience in estates and facilities management across a multi-site, complex organisation. Proven track record of managing capital projects, property maintenance, compliance, and service contracts.	Experience working in regulated environments such as education, health, social care or the charity sector. Experience of emergency planning and managing critical incidents or business continuity events.

	Experience of leading high-performing teams across different functions (e.g. cleaning, maintenance, catering, transport). Skilled in space planning, resource allocation, and estate optimisation. Demonstrable experience in delivering statutory compliance, including fire safety, health & safety, and environmental legislation. Strong budget management skills and experience of financial planning, cost control, and value-for-money delivery. Excellent communication and interpersonal skills, with the ability to engage confidently with stakeholders at all levels. Confident IT user who is competent with Microsoft 365, Outlook, Teams, Word, Excel, and PowerPoint.	
Knowledge and understanding	In-depth knowledge of facilities and estates operations, including hard and soft FM, asset management, and procurement. Sound understanding of UK health and safety law and statutory compliance	Knowledge of safeguarding principles and their application in facilities-related roles within settings supporting vulnerable individuals. Knowledge of relevant regulatory bodies and

	requirements (e.g. RIDDOR, COSHH, Building Regs). Awareness of environmental sustainability, energy efficiency, and carbon reduction strategies. Understanding of risk management, incident reporting systems, and internal audit practices.	inspection frameworks (e.g. Ofsted, CQC, HSE)
Other		

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