# East Midlands Reserve Forces and Cadets Association (RFCA)

# POSITION: ESTATES PROJECT OFFICER (Fixed Term Contract until March 2025)

**DEPARTMENT:**  ESTATES **GRADE:** C2

**REPORTING TO:**  HEAD OF ESTATES **REVIEWED ON**: 25 Jul 22

## **Job Overview**

The East Midlands Reserve Forces and Cadets Association (EM RFCA) supports and enables Reservists, volunteers and Cadet across the East Midlands, and has specific responsibility for the management and maintenance of the volunteer estate. As Association Works Officer and Project Manager, this post will work to the Head of Estates to principally deliver infrastructure projects to rationalise and improve the Cadet estate within the East Midlands as part of the Reserve Estate Optimisation (REO) programme.

## **Main Areas of Responsibility**

To engage and liaise with consultants to assist in design and procurement of works within delegation and budget and in accordance with BPS 8/JSP 850

To manage contractors and consultants to ensure delivery of the Reserve Estates Optimisation (REO) programme works to meet the customer and stakeholder requirement of time, costs and expectation.

To manage the delivery of a programme of works of refurbishment and upgrades to enable best and most efficient use of existing estate assets in accordance with the REO programme

To manage the disposal of estates assets in line with the REO programme and in liaison with the DIO disposal team.

To manage REO works in liaison with estate surveyors to demolish existing leasehold assets upon service of  NTQ or agree, implement and manage delivery of a programme of dilapidations.

To  liaise with EM RFCA estates team surveyors and compliance manager to ensure that all REO works meet all statutory requirement including  planning, building regulations, fire safety, safe estate and compliance  and that any changes to asset data (level 4) is provided and future inspections, tests and servicing requirements are established.

To ensure new leases or existing leases are actioned or in place with sufficient length of term and use conditions to support investment under the REO programme.

To  liaise with EM RFCA estate team surveyors to procure and tender and contract work in line with Cabinet Office rules including advertisement on Contract Finder.

To manage budgets and provide profile drawdowns to meet deliverability and annularity, undertaking liaison with EM Head of Finance and CRFCA Finance officers when required. Provide Property Change Forms upon completion of works.

With EM RFCA Finance staff, and utilising the Internal management information system, create works orders and undertake approval, certification and payment of invoices.

Report to CE EM RFCA, REO Delivery Team and CRFCA Volunteer Estates Team on works progress and financial spend. Attend meetings when required.

Liaise with other internal customers and site custodians to notify of works and update on progress.

Upon completion of work ensure O&M manuals are available, that any warranties and guarantees are registered, and provide level 4 asset list and updated Statutory & Mandatory Inspections and Tests (SMIT) programme to EM RFCA Compliance Manager.

**Suitability**

Ideally the job candidate will have a recognised construction, facilities management or maintenance qualification or be working towards one and be confident and competent when working alone. Problem solving ability is key and the candidate should be capable of making sound and timely decisions.

**Health and Safety**

You will be responsible for compiling and monitoring safe place risk assessments and advise the Association on construction related Safety, Health, Environment and Fire matters.

You will be an advocate for Health and Safety matters and comply with and support all HSW policies, processes and procedures of the Association.

**Equality, Diversity and Inclusion**

EM RFCA has a moral and legal duty to demonstrate fairness to all of our staff, the community and service customers and partners. We aim to ensure that our employment practices are barrier free and provide equal opportunities for all.

**Criminal Background Check (DBS)**

Safeguarding children and vulnerable adults is of utmost importance to the association. If this role requires a Disclosure and Barring Service (DBS) check, you will be required to disclose any cautions, reprimands or convictions during the recruitment process and inform your line manager of any changes to your DBS status whilst employed by the association.

**Benefits Package**

* This is a full-time post for 30 months (programme runs to Mar 25).
* Consideration will be given to part-time (3 days per week) employment with pro-rata salary etc…
* Annual salary of £33,000
* Use of Association vehicles.
* Pension Scheme 5% Employee and 13% Employer
* 37 Working hours per week
* Annual Leave 25 Days
* Flexible Working is negotiable
* Remote Working is negotiable
* Bonus Scheme
* Support for further training and CPD