

## Facilities Management Adviser – Community Ownership Support Service

### Job Description & Person Specification

Post	Facilities Management Adviser Community Ownership Support Service
Location	Office-based, Edinburgh or Inverness with the potential for some home working.  Travel throughout the country will also be required.
Responsible to	Head of Community Ownership
Salary	£36,294 - £38,224 pro rata + pension (currently 11.5% employer contribution). Our expectation is to appoint at the entry level of the salary scale unless there are exceptional circumstances.
Length of Contract	Fixed term to 31 <sup>st</sup> March 2026
Hours	Full-time – 35 hours per week (excluding meal breaks). No overtime paid, but time off in lieu may be taken as appropriate
Leave entitlement	25 days p/a plus public holidays – pro rata
Probationary period	3 months
Closing Date	12 noon on Monday 12 <sup>th</sup> February 2024
Interviews	

### About the Development Trusts Association Scotland

The [Development Trusts Association Scotland](#) supports a developing membership of over 350 development trusts, making it one of Scotland’s largest and most dynamic community-led regeneration networks.

Development Trusts are community-owned and led organisations, working to combine community-led action with an enterprising approach to address local needs. The aim of development trusts is to create social, economic and environmental renewal in a defined geographic area, creating wealth within that area and keeping it there.

The [Community Ownership Support Service](#), hosted by the Development Trusts Association Scotland, is funded by the Scottish Government to support community groups, local authorities, other public bodies in the sustainable transfer of assets into community ownership. This adviser-led service covers Scotland, providing a range of services from one-to-one advice at every stage of the asset transfer process, access to Expert Help, networking and training opportunities and access to a comprehensive web resource.

### Job Description

COSS has delivered the facilities management service for the past 2 years, providing one-to-one advisory support to community groups, developing a suite of tools, checklists and guides; helping communities to improve the operations and the efficiency of their buildings. We are fortunate to have the continued support of the [William Grant Foundation](#), for the delivery of this programme.

### **Job Purpose:**

The purpose of the post is to provide communities with advice and support in the operational, technical and legal requirements of community-owned and managed assets. This to help improve their efficiency (operationally and environmentally), legal (compliance, licensing and processes) and provide an environment where groups can share asset-based knowledge, ideas and good practice from across Scotland. This two-year programme will also pick up, and potentially support, post-acquisition technical problems/ unresolved snagging issues with individual assets.

The post will support community organisations currently in the asset transfer/ acquisition process, 6 months from taking responsibility for a building and up to 18 months post-acquisition. It is envisaged that the programme will have the capacity to provide one-to-one advice directly to 20 new organisations per year and the online activity element will have a considerably wider reach with up to 50 organisations joining the peer support network/ participating in workshops annually.

### **Specific tasks include:**

- Provide one-to-one information and advice on facilities management to community organisations who are in the process of or have secured an asset. This advice provided directly or through commissioned expert help / referral to specialist support organisations.
- Provide online workshops, drawing on professional input on relevant topics are required.
- Continue to develop specific facilities management materials and resources as required, including developing referral routes to other intermediary organisations.
- Feed into the established DTAS online peer support network where best practice, ideas, funding and information specific to community owned and run assets can be shared.
- Promote the Community Ownership Support Service, DTA Scotland and where appropriate, the development trust approach

### **Community Organisations**

- Respond to referrals from colleagues and enquiries from community organisations interested in acquiring or taking on an asset, provide facilities management information and advice, as appropriate
- Attend and speak at relevant public meetings and board / management committee meetings

- Provide a critical friend role with participating community organisations with regard to systems, processes and procedures etc.
- Encourage and support the sharing of learning and information

### Public Bodies

- Encourage the creation of good practice approaches to asset handover checklists / maintenance / statutory checks.

### General

- Contribute at relevant conferences and seminars
- Maintain up-to-date and accurate records within the DTAS/ COSS information systems for both internal operational use and to support the provision of reports to funders and other stakeholders
- Foster strong working relationships with key regional and national public agencies
- Contribute to the development of new information sheets and practical resources
- Liaise with DTAS core staff team, attending relevant staff meetings and contributing where appropriate to key DTAS events and conferences
- Carry out other activities in line with current and future operational policies of COSS and undertake any other duties relevant to the post.

### Person Specification

		Essential or Desirable
<b>Qualifications</b>	Qualification to degree level or equivalent	E
<b>Experience</b>	Experience of running a facility in the public, private or third sector	D
	Experience of capital build projects	D
	Working in partnership with a wide range of other organisations, including public bodies	E
	Providing advice/ recommendations on facilities management and development	D
	Negotiation with a wide range of stakeholders	D
	Organising/ managing events	D
<b>Knowledge</b>	Knowledge of premises management, maintenance and use, financial controls, sustainability, risk management and good environmental practice.	E

<b>Skills</b>	Excellent verbal and written communication skills	E
	Strong presentational skills and the confidence to represent COSS in external stakeholder forums	D
	Ability to work proactively and professionally to deliver a work programme	E
	Strong IT skills including Microsoft Office	E
	Ability to work well as a team	E
<b>Personal Attributes</b>	Self-motivated, able to work unsupervised, to take the initiative and meet deadlines	E
	Highly organised with good time management	E
	Ability and willingness to travel throughout the country	E
	Willing to work some evenings and weekends with occasional overnight stays	E