



**Contracts and Facilities Management Support,  
St John's House (SJH)**

<b>Team:</b>	<b>ISGBI Operations Team</b>  <b>Responsible to:</b> National Director (ND)  <b>Other key working relationships:</b> SJH Management Team, St John's House Coordinator, IT Co-ordinator, Finance and Risk Management Group (FRMG)
--------------	--

<b>Summary:</b>	Temporary oversight of maintenance programme at St John's House (SJH). Operational support alongside IT Co-ordinator and SJH Co-ordinator.
-----------------	---

<b>Role:</b>	<p><u>Maintenance Management</u></p> <ul style="list-style-type: none"><li>• Manage the SJH building and grounds maintenance:<ul style="list-style-type: none"><li>○ Oversee maintenance programme, including appointment of contractors in line with ISGBI procurement policy.</li><li>○ Main point of contact for contractors.</li><li>○ Manage maintenance activities within agreed budgets and provide regular insights and explanations of relevant areas of management accounts.</li></ul></li></ul> <p><u>Operational Support</u></p> <ul style="list-style-type: none"><li>• Oversee long-term contracts with organisations / individuals using space at SJH.</li><li>• Manage utility supply, refuse collection, Council Tax, non-IT-related systems maintenance and servicing.</li></ul>
--------------	--