

CV Life is looking for a Facilities Co-Ordinator to support the Head of Facilities Management. You will pro-actively support in the management of all our sites across Coventry city, meeting the high standards and requirements set by the company.

You will be required to support the upkeep, maintenance, and operation of the facilities as well as engagement with third party service providers, and other CV Life facilities staff. Tasks include managing day-to-day maintenance activities ensuring they are completed on schedule, urgent repairs completed within approved timescales, and all within budget.

As the Facilities Co-Ordinator you will take ownership of various areas of facilities management: financial management, record keeping, data management, health and safety responsibilities, managing people and contributing to the environmental sustainability of the organisation. Responsibilities include securing appropriate RAMS, Permits to Work, licences, warranties, and insurances for day-to-day facilities related activities. All work must guarantee a safe, comfortable, and fully functional environment across our portfolio of premises.

Working hours are 8:00-16:00 Mon-Fri

Apply Today and Join Our Team!

* Great development opportunities
* FREE health and fitness membership\* \*\*
* FREE health and fitness membership for a family member or friend\* \*\*
* FREE onsite parking at most sites
* FREE training for applicable roles
* DISCOUNTS on various Centre activities\*
* FREE entry to venues\*
* Access to the full range of CV Life Employee Benefits & Discounts [Link to our Employee Benefits platform](https://cvlife.co.uk/wp-content/uploads/2024/06/external-HR-Employee-Benefits.pdf)

( ( \*\*The two benefits combined can be worth £1000!)

 (\*not applicable to casual workers)

CCT058

8th October 2024

Estates

£28,000 per annum

37 Hours

Multisite

Culture Coventry Trust

**Facilities Co-Ordinator**