



ARGYLE  
COMMUNITY  
TRUST

# JOB APPLICATION PACK

## Facilities Manager

£40-£45,000 per annum | Permanent | 40 hours per week (with on call responsibilities)





We are proud to be the official charity of Plymouth Argyle Football Club. For over 25 years it has been our mission has been to inspire and make a positive difference to Devon and Cornwall Communities.

Our outreach work, and the impact we have on the lives of the communities we proudly serve, wouldn't be possible without our incredible people. Trust staff truly make a difference every day.

**Mark Lovell - Argyle Community Trust Chief Executive Officer**

## WHO WE ARE

We are the leading sport for social good charity in Devon and Cornwall, operating over 2,700 square miles. We utilise the prestige of football and the reach of the club to inspire, engage, and help people of all ages, genders, races, and socioeconomic statuses, with a vision to 'provide opportunities to all people within our local communities by inspiring and empowering them through sport'.

## OUR VALUES

We endeavour to uphold six core organisational values:

**Professionalism** - our staff are role models, coaches, mentors, and teachers and must conduct themselves professionally.

**Inclusivity** - we believe in fair play and having open access for all. We aim to celebrate diversity and focus on the needs of each individual and community.

**Respect** - we respect our partners, people, and communities and aim to gain the respect of others.

**Excellence** - we strive for excellence in all we do to support our beneficiaries and ensure they reach their full potential.

**Honesty** - we are open and transparent in all our work and with the communities we serve.

**Pride** - we are proud of what the organisation and its parent club represent.

## WHAT WE DO

Our work across Devon and Cornwall focuses on removing barriers to participation and offering opportunities that are accessible to all communities in our operational area. We maintain a focus on disadvantaged and isolated communities, underrepresented groups, at-risk children, young people, and adults. We strive to work ethically and transparently in everything we do.

## OUR MISSION

Our mission is to inspire and make a positive difference to Devon and Cornwall communities through the power of sport and the brand of Plymouth Argyle Football Club. In short 'We are One Argyle.'

Our work strands focus on six key areas, all aligning with our strategic aims which are to:

**Empower people** in the communities of Devon and Cornwall to overcome inequalities and raise aspirations by providing opportunities and accredited attainment.

**Promote physical participation and wellbeing** by encouraging healthier lifestyles and removing barriers to participation.

**Inspire supporters** to engage with our community outreach programmes.

**Improve our systems and structures** to ensure we provide quality, efficient services that are value for money.

**Understand and measure the impact** of our programmes on the community.

## Equality, Diversity and Inclusion

Argyle Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

## Safeguarding

Argyle Community Trust is committed to safeguarding, protecting the welfare of all participants in our programmes and promoting robust policies to ensure that our staff and volunteers adhere to safe practices. Where regulated activity forms a part of the job role, the successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

Candidates are advised that in order to identify any matters that might relate directly to ACT's legal duty to meet the safeguarding requirements set out in KCSIE, online searches may be carried out on short-listed applicants in order to identify incidents or issues related to a candidate's suitability to work with children.



<b>Position:</b>	Facilities Manager
<b>Location:</b>	Plymouth
<b>Offices:</b>	The Hub at Foulston Park, Madden Road, Plymouth, PL1 4NE (with oversight of the facilities management aspects of additional community sites across Plymouth in Manadon and Sherford)
<b>Salary:</b>	£40,000 to £45,000 (depending on experience)
<b>Contract:</b>	Permanent
<b>Hours:</b>	40 hours per week (with on-call responsibilities), Some evening and weekend work is a requirement of the post
<b>Reports to:</b>	Director of Planning and Change/Chief Operations Officer

#### **Narrative and context**

Foulston Park is a multi-partner sport, community and wellbeing site in the heart of Devonport. Within this site, Argyle Community Trust operates a range of dedicated community facilities, including The Hub building and associated indoor and outdoor spaces.

The Hub is the Trust's central community building at Foulston Park, providing flexible spaces for community activity, health and wellbeing services, and organisational delivery. Alongside this, the Trust is responsible for a wider range of external and supporting facilities across Foulston Park, including community pitches, an athletics track, a PlayZone, the PrepZone changing facilities, and associated communal areas such as car parks, access routes and public realm spaces within its remit.

Foulston Park as a whole also includes facilities operated independently by Plymouth Argyle Football Club and Plymouth Albion Rugby Club, requiring close coordination across the site.

#### **About the role**

We are seeking an experienced and proactive Facilities Manager to take ownership of the buildings, infrastructure and environment across the Argyle Community Trust-managed facilities at Foulston Park, while providing strategic oversight and expert guidance to our wider sites in Manadon and Sherford. This is a senior role within the Hub's Senior Management Team, responsible for ensuring that all Trust facilities are safe, compliant, well-maintained and fit for purpose.

You will lead on all aspects of estates and facilities management, including planned and reactive maintenance, health and safety compliance, contractor management and site presentation. Working closely with senior leaders, you will play a key role in ensuring the long-term sustainability, effectiveness and development of the Trust's facilities.

The role also supports the wider operational and commercial success of the Hub and Trust activities by ensuring facilities are high-quality, reliable and aligned with user and partner needs, including the management of long-term occupiers within Trust-managed spaces.

This is not a shift-based role; however, you will act as the first point of contact for facilities-related issues, including alarms and urgent maintenance, through an on-call arrangement. In exceptional circumstances, you may be required to provide operational or shift cover to support business continuity.

#### **HOW TO APPLY**

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form.

<https://hr.breathehr.com/v/facilities-manager-46154>

You will be given the opportunity to upload a covering letter and CV should you wish to do so however, for safer recruitment purposes, we do not accept application by CV only.

If you would like further information or wish to discuss the post contact [ACTrecruitment@pafc.co.uk](mailto:ACTrecruitment@pafc.co.uk). For more information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>.

**Closing date for applications - Sunday, 26 April 26**

**Shortlisting date - Monday, 27 April 26**

**Interview date - Friday, 1 May 26**



There has never been a more exciting time to work for Argyle, as Plymouth Argyle and Argyle Community Trust continue to develop their portfolio across the city. The investment in facilities will establish the Club and Trust as a leading force for change in the community for generations.

Argyle Community Trust, Plymouth Argyle, Plymouth City Council, Plymouth Albion RFC, and Devonport Community Leisure Limited (DCLL) have come together to transform the old Brickfields site into a sporting centre of excellence and asset for the wider Plymouth community.

Extensive community and sport facilities will include new grass and all-weather 3G pitches, athletics facilities, play zones exclusively for public use, better public access, landscaped public areas, and parking.

The Hub at Foulston Park, the newly opened community hub, sits at the heart of the city and aims to provide superb facilities to support the ambitions and needs of one of the communities the charity proudly serves, providing vital outcomes for local people, and delivering on the important aims and objects of the charity. A beacon of positive activity for the community to be proud of for generations.

The Hub will provide a thriving new community space accessible for local people and give the Trust and associated partners the ability to provide members of the local community with access, support, and equipment to reduce health inequalities, promote wellbeing, and become a beacon for local community activity provision.

The wide-ranging offering will significantly exceed what has been available for the community in previous years, including education and employment programmes, adult education, wellbeing support, a dedicated space for youth services, a soft play centre, new, affordable gym, and a community café.

Working for Argyle Community Trust is already a rewarding and exciting career. Our staff make a difference to the lives of people across the region every single day and no two days are ever the same.

Argyle Community Trust Chief Executive Officer Mark Lovell said: "This is an extremely exciting and historic period in the history of Argyle on and off the pitch, and staff have a real opportunity to be involved in innovative projects in collaboration with some of the leading businesses in the city.

"Our focus is to ensure The Hub becomes integral to the local community's health and wellbeing and a focal point for everyday activities. The Hub will make a significant difference to the local community and ensure a local facility remains a community asset."



# JOB DESCRIPTION

## Primary Objectives of the Role

- Lead the strategic and operational management of all Argyle Community Trust-managed facilities at Foulston Park, including The Hub building and associated external spaces.
- Ensure full compliance with all statutory and regulatory requirements relating to health, safety and facilities management.
- Oversee and continuously improve planned and reactive maintenance programmes across Trust-managed facilities and the wider portfolio.
- Provide leadership and line management to the Caretaker, cleaning team, and any future grounds staff.
- Act as the lead facilities specialist across multiple sites, providing oversight, assurance and expert guidance where required.
- Manage relationships and agreements with long-term rental clients within Trust-managed spaces
- Work collaboratively with on-site partners to ensure safe, coordinated and effective operation across shared areas of Foulston Park.

## Manage and Deliver

- Lead and continuously develop all facilities management functions at Foulston Park and across Argyle Community Trust sites.
- Develop, implement and monitor planned preventative maintenance programmes for buildings, pitches and infrastructure within the Trust's remit.
- Oversee reactive maintenance, ensuring timely, proportionate and cost-effective responses.
- Line manage the Caretaker and cleaning team, setting priorities and ensuring high standards of delivery.
- Manage external contractors and service providers, ensuring compliance, quality and value for money.
- Maintain strategic oversight of all building systems within Trust-managed facilities, including security, alarms, utilities, plant equipment, and IT infrastructure including EPOS/payment systems.
- Ensure facilities consistently meet the needs of operational delivery, events, partners and community users.
- Act as the primary point of contact for out-of-hours facilities issues through an on-call arrangement.
- Coordinate with on-site partners to manage interfaces between Trust-managed areas and the wider Foulston Park site.

## Development and Partnerships

- Develop and maintain strong, professional relationships with contractors, suppliers, service providers and long-term tenants within Trust-managed facilities.
- Provide oversight and advisory support to facilities provision at other community sites, particularly in relation to health and safety, compliance and maintenance standards.
- Work collaboratively with internal teams to support service delivery, events and community use.
- Liaise with partner organisations across Foulston Park on shared considerations such as access, safety



and operational coordination.

- Contribute to the development and delivery of long-term estate strategies, asset plans and improvement programmes for Trust facilities.
- Support the organisation's broader operational and commercial objectives by ensuring facilities enhance user experience and service quality.

## Quality and Impact

- Ensure Foulston Park and other Argyle Community Trust-managed facilities are safe, compliant and maintained to a consistently high standard.
- Lead on health and safety compliance across all Trust facilities, including risk assessments, inspections, audits and reporting.
- Ensure all statutory inspections, testing and certification are completed and accurately recorded.
- Maintain robust systems for asset management, maintenance records, compliance documentation and tenancy agreements.
- Undertake regular inspections of all Trust-managed areas, proactively identifying risks and improvement opportunities.
- Promote a culture of safety, accountability and continuous improvement.
- Support environmental sustainability and the efficient use of energy and resources across Trust facilities.

## Budget and Accountability

- Hold responsibility for facilities management related budgets at Foulston Park and across Argyle Community Trust sites, ensuring effective planning, monitoring and control of expenditure.
- Manage and optimise costs across utilities, maintenance, waste, building services, contracted services, IT systems (including EPOS), cleaning and general supplies.
- Support financial planning for routine maintenance, lifecycle replacement and capital works.
- Ensure procurement and contractor management deliver value for money and high-quality outcomes.
- Contribute to long-term asset lifecycle planning and investment decisions.

## Management Responsibilities

- Take overall responsibility for health and safety within all facilities and estate functions under Argyle Community Trust.
- Act as a key member of the Foulston Park Senior Management Team, contributing to strategic planning and organisational success.
- Lead, manage and develop the Caretaker, cleaning team and any future grounds staff, ensuring clear expectations and high performance.
- Promote a culture of professionalism, accountability and continuous improvement.
- Build and maintain positive relationships with partners, stakeholders, tenants and the local community.
- Ensure Trust-managed facilities effectively support the organisation's wider aims and delivery of positive community outcomes.



# PERSON SPECIFICATION

## Qualifications and Experience

Relevant experience in facilities, estates, or building management	E
Experience of managing maintenance programmes and contractor delivery	E
Experience of leading health and safety and compliance within a public or complex environment	E
Experience of managing staff or teams	E
Experience working across multiple sites or a complex estate	D
Experience of managing budgets and controlling expenditure	E
Relevant professional qualification (e.g. IWFM, IOSH, NEBOSH, building-related discipline)	D
Full UK driving licence and access to a reliable vehicle	E

## Knowledge And Understanding

Strong understanding of health and safety legislation and compliance requirements	E
Knowledge of planned and reactive maintenance processes	E
Understanding of contractor management and procurement processes	E
Awareness of facilities management within leisure, community, or public settings	D
Understanding of sustainability and energy management practices	D

## Management Skills and Attributes

Strong organisational and strategic problem-solving skills with the ability to manage competing priorities	
Ability to make informed decisions and respond effectively to urgent and complex issues	
Excellent communication and stakeholder management skills	
Ability to operate independently while contributing at a senior leadership level	
Respond positively to feedback and strive for high standards and excellence in all aspects of the role	

## Staff Skills and Attributes

Professional, reliable and approachable manner	
Strong relationship-building skills with internal teams and external partners	
Commitment to high standards of safety, quality and service	
Flexible approach, including availability for on-call responsibilities and occasional emergency cover	
Commitment to equality, diversity and inclusion	








# RELATIONSHIPS

Key Internal Relationships	Key External Relationships
Director of Planning and Change	Facility clients and clubs
Chief Operating Officer	External Groups and Group Leaders
Development and Wellbeing Manager	Local Community residents and visitors
Operations Manager	Key stakeholders and funders
Designated Safeguarding Officer	
Health and Safety Manager	


## BENEFITS - WHY WORK FOR US?

We aim to ensure we look after our staff welfare and provide fair opportunities across the charity. Argyle Community Trust offers incentives and progression based on key performance indicators, appraisals and added value to the Trust.

-  Relevant qualifications and training
-  Ticket incentives for staff
-  An opportunity to buy back on holidays
-  Free access to courses for your children across Trust provisions
-  Club kit



### Other Benefits

-  Holiday allowance based on service - After five years of service your holiday entitlement will increase by one day each year, enabling you to increase your holiday allowance by up to four days

Healthcare cash plan after successful completion of probation period, not contractual but based on how the charity performs

### Role Dependent Benefits

The Trust will also consider individual requirements needed to complete a role including:

-  Free onsite car parking



**Plymouth Argyle Football in the Community Trust trading as Argyle Community Trust**

Plymouth Argyle Football Club, Home Park, Plymouth, Devon, PL2 3DQ

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Scan to view our 2023/24  
Impact Report



Company Number 06797988  
Registered Charity Number 1128906  
VAT number 478581341



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