

Fire Safety Project Manager

Responsible to: Head of Asset Investment and Programmes

Salary: c£60k

Responsible for (staff): None

Hours of Work: 35 hours per week, generally worked within office hours, Monday to Friday, with occasional evening work.

Work Location: The role involves travel on a regular basis to visit and inspect all the YMCA SPG Property Portfolio as part of the fire safety programme. You will be required to work from offices within the group with some homeworking.

Job Purpose

This role will report to the Head of Asset Investment and Programmes and help ensure that the Group delivers its fire safety major works programme and has effective arrangements in place to deliver responsive fire safety remediation works when required. The role will also support the Head of Property in developing the in-house capacity to undertake minor repairs to fire doors.

The role will also work closely with our Property Managers, helping to provide technical expertise and presence on the ground.

- To manage Employer's Agents and any specialist consultants as required to ensure effective contractor management and contractor performance.
- To carry out surveys and property inspections for the group in relation to fire safety as part of ensuring quality assurance.
- To provide technical advice and support to the Head of Asset Investment and Programmes, Head of Property and Director on matters relating to the fire safety programme and other fire safety issues.
- To support the Director and the Heads of Service in managing and maintaining effective fire safety arrangements for the Group's HRBs, with specific consideration to Ventura House.
- To help develop any future fire safety programme requirements based on surveys and desktop analysis e.g. FRAs.
- To manage contracts including Contract Instructions variations, preparing valuation statements as required.
- Ensure all building safety compliance, statutory and regulatory obligations are picked up and progressed.
- To work with the Head of Property and Property Managers to ensure all recommendations supplied from any report (FRA, stock condition, HHSRS) are followed through with the responsible delivery teams and actions are completed.
- To keep the Asset Management and compliance systems up to date with any asset changes e.g. fire doors and any major works programmes delivered.
- To keep up to date with all regulatory requirements and changes in legislation.
- To deputise for the Head of Asset Investment and Programmes when required.

Fire Safety Project Manager

- To work with the Head of Asset Investment and Programmes, Head of Property and others involved in the management of the buildings to manage building safety risks appropriately.
- To be an ambassador for YMCA SPG and have our customers/residents at the heart of all decision making.
- To occasionally attend site out of hours if required in the event of a serious emergency warranting escalation.

Staff Management

- No line management requirements

Finance and Budgetary Management

- To manage budgets effectively, maintaining accurate financial and performance records including cashflow forecasts on any projects and schemes being managed and produce reports as and when required by management.

General – Line Managers

- Ensure compliance with all relevant legislation including Safeguarding, Confidentiality, Data Protection and Health and Safety guidelines and policies. Oversee all information provided to statutory agencies and the police.
- Assist in the collation of statistics and data for the purpose of reporting to the Senior Management Team, Board of Directors, and other external stakeholders or funders.

General – All Staff

- Able to proficiently use IT systems, including working with databases, Microsoft office, email, internet.
- Attend all relevant training and development programmes.
- Attend all relevant cross departmental, and Corporate Office meetings as and when required.
- Undertake any other duties as requested by line manager.

This role may be required to occasionally work unsocial hours (early mornings and late evenings) and the occasional weekend.

Because of the evolving nature and changing demands of our business this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description, and according to the needs of the charity.

Person Specification / Key Competences

Fire Safety Project Manager

KNOWLEDGE & EXPERIENCE	
Knowledge	
Essential	Desirable
Recognised professional qualification in building safety / fire safety.	IFE Fire Safety Level 4 qualification e.g. NEBOSH Construction qualification
Thorough understanding of fire safety as relates to major works and cyclical programmes in residential blocks.	
A good understanding of legislation, regulation and its application in relation to building safety in residential properties generally and as applicable to the social / affordable housing sector, including the Building Safety Act 2022 and Fire Safety Act 2021, Regulatory Reform (Fire Safety) Order 2005, HHSRS, Decent Homes Standard. RSH Safety and Quality Standard.	
A good understanding of fire safety requirements and implications when inspecting buildings.	
Budget and project management skills	
Ability to demonstrate comprehensive knowledge of Health and Safety building compliance, legislation, quality management systems, design and implementation	IFE / NEBOSH / IOSH / Health and Safety qualification
Experience	
Essential	Desirable
Proven experience in managing complex fire safety projects and programmes, with demonstrable experience of managing contracts, Employer's Agents and consultants and works contractors, issuing Contract Instructions, carrying out quality assurance inspections (3 years minimum)	
Strong knowledge and or experience of working within property services in a social / affordable / supported housing environment	
Experience of working with residents, ensuring excellent customer care and communication.	
Excellent project planning, change and time management skills	
COMPETENCIES & SKILLS	
Essential	Desirable
Key Competencies	

Fire Safety Project Manager

Managing and Empowering- Recruits and builds engaged, high performing teams.	
Financial Management - Exercising Sound budget and revenue control with a value for money approach	
Leadership, Trust and Responsibility - Takes responsibility, instils trust and able to demonstrate Leadership driven by YMCA St Paul's Group values.	
Collaboration: Able to develop and maintain positive working relationships with others	
Collaboration: Able to form non-judgemental and constructive relationships, especially with vulnerable people, whilst holding clear boundaries	
Collaboration: Able to confront difficult situations and reconcile different viewpoints	
Achieving Results: Able to produce reports and present work analytically	
Communication and influencing Excellent communication and interpersonal skills	
Planning and organising: Good planning and organisational skills in order to manage a busy and varied workload	
Inclusivity & Diversity: Able to work effectively within, and successfully implement, an Equal Opportunities Environment	
Inclusivity & Diversity: Able to work effectively in an Equal Opportunities & Diversity environment	
Additional requirements	
Able to work unsocial hours, including evenings, weekends, and public holidays if required	
Able to travel to different YMCA sites	
Full UK Driving licence and own vehicle	
Able to respect the Christian ethos of the Group and uphold its organisation values	

Annual leave

Commencing at 25 days per annum plus public holidays (for five days per week workers; otherwise pro-rata).

Car Allowance

Fire Safety Project Manager

Casual User Car Allowance is payable.

Conditions of Appointment

Subject to satisfactory references, medical clearance, Disclosure Barring Service check and verification of ability to work in the United Kingdom.

Possession of a current valid driving licence and appropriately insured transport is a requirement for the post.

Probation Period

Subject to satisfactory review, the contract will be confirmed after six months unless stated otherwise.

Continuity of Service

For those already employed within the YMCA Federation, continuity of service will be recognised.

Notice Period

One week during the probationary period and then a minimum of 1 calendar month.

Pension

Subject to certain criteria set by Government, you will be auto-enrolled into our chosen workplace pension scheme. The default position on Auto-Enrolment will be for your contributions to be made on a Salary Exchange basis, but you will have the option to opt-out of this arrangement. In respect of these Salary Exchange arrangements, you agree that your gross pay will be reduced by an amount equal to your Salary Exchange contributions.

Other Benefits

Other Benefits

- Free use of the Health and Fitness facilities
- Rewards discount scheme
- Discounted health cash plan (provided through Simply Health)
- Life Assurance
- Cycle to Work scheme
- staff discount in restaurants

Further details are available at: [YMCA St Paul's Group Careers](#)