



Facilities Officer

16 hours per week

Based in Painswick, Gloucestershire, GL6 6TH

Role summary

The Facilities Officer is responsible for the day-to-day upkeep, safety and compliance of Painswick Rococo Garden. You'll oversee facilities at the garden, ensuring that health and safety, fire safety, security and environmental requirements are met across the site. You'll work collaboratively with the team to deliver high standards of maintenance and presentation in the visitor areas.

Working within a historic environment, the role balances practical facilities management with sensitivity to conservation principles and a high-quality visitor experience.

Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by Painswick Rococo Garden Trust.

Key responsibilities

- You will work with a positive and proactive approach to provide an effective facilities service, ensuring that the site is well maintained, clean, safe and welcoming.
- You will comply with Painswick Rococo Garden's procedures to manage risk to staff, volunteers, visitors and contractors. You will ensure that high quality risk assessments are carried out for works and activities. You'll work with the Garden Director and the team to ensure that our safety and emergency procedures are up-to-date and effective.
- You'll monitor and manage contracts for utilities, waste, IT, and maintenance.
- Take the lead on managing our compliance monitoring system (Riskproof), seeking advice from external advisors when required to ensure that you complete outstanding tasks efficiently and to a high standard.
- Ensure our health and safety and facilities records are kept up to date and held securely.

- Monitor and coordinate mandatory compliance testing.
- Take the lead on delivering actions from our health and safety audits.
- You'll ensure that the staff and volunteer team have the resources and equipment that they need to do their jobs safely and efficiently.
- You'll manage the facilities budget and resources effectively, ensuring good cost control and sustainable procurement. You will look for cost savings to ensure we're using the charity's funds efficiently.
- You'll be proactive in working in an environmentally friendly manner and encourage sustainable working practices within the team.
- You'll organise operational maintenance work (planned, preventive and reactive), acting as the main point of contact for contractors, maintaining strong relationships and delivering excellent customer service, both internally and externally.
- You'll act as the line manager for our cleaner.
- This role includes duty management on a rota basis including some weekend, bank holidays and evening working.

Person specification

	Essential	Desirable
Qualifications and Experience: Strong understanding of facilities management and maintenance requirements, ideally in a heritage setting.	X	
Relevant vocational experience or professional qualification such as the Institute of Work and Facilities Management	X	
Good experience of managing operational risk, including excellent knowledge of health and safety, emergency procedures, and fire and security procedures.	X	
Experience of records management and information systems.	X	
Experience managing budgets and contracts effectively	X	

Advanced IT skills and experience using compliance monitoring systems.	X	
Experience working with external contractors	X	
Ability to work in a shared office	X	
Experience of working with volunteers		X
First aid qualification		X
Able to carry out basic repairs and maintenance		X
Personal Qualities:		
Takes pride in maintaining a safe, attractive and welcoming environment	X	
Well-organised with excellent attention to detail and record keeping skills	X	
Proactive, solutions-focused and adaptable	X	
Reliable, able to work independently and prioritise your own workload	X	
Excellent team working skills	X	
Strong communication skills and a friendly, professional approach with visitors, staff & volunteers	X	
Interest in gardens, conservation or historic environments		X

Hours of work

16 hours per week. This role includes some weekend, bank holiday and evening work.

Place of work

Painswick Rococo Garden, GL6 6TH

Salary

£31,096.00 FTE, equating to £12,438.40 pro-rata.

Plus discretionary benefits including 8% employer pension contributions, free admission, a 20% discount in our café and shop, a simple lunch, and training and learning opportunities.

Holidays

28 days paid holiday pro rata (including bank holidays) per annum.

References

Two professional references will be required, including one from a current or most recent employer.

Probation period

Three months.

Notice period

Six weeks.

*Amy Taylor, Garden Director
20 April 2026*