

About us...

Lincolnshire



Lincolnshire Co-op, based in the historic city of Lincoln, is one of the most successful and progressive independent co-operatives in the country, with an annual turnover in excess of £300 million.

Essential Information – what you need to know

Job purpose:

- Providing administrative support, co-ordinating supplier contracts and ensuring compliance with property policies, procedures and standards.

You'll report to:

- Facilities Administration Team Leader

Your hours

- 37.5 hours per week (FTE)

Your relationships:

- A wide range of internal and external contacts, networks and collaborative partnerships.
- Key internal relationships include Trading, Finance and Property teams, as well as support teams including IT, Communications, Marketing and Health and Safety.

What you'll bring to us:

- Previous experience in an administrative role, preferably within facilities management or property services.
- Strong organisational skills with the ability to manage multiple tasks and prioritise effectively.
- Excellent communication skills, with the ability to interact professionally with internal and external stakeholders.
- Proficiency in Microsoft Office 365, with the ability to create reports, maintain records and analyse data.
- Understanding of health and safety regulations, property compliance requirements and contract management is desirable.



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are...

Your Purpose – I will contribute to my team and the Society’s ongoing success in this role by...

<div>Your duties and responsibilities:</div>	<ul style="list-style-type: none">- Assisting the Facilities Manager with preparing and managing documentation related to facilities management, including supplier contracts, service agreements and performance reports.- Co-ordinating the scheduling of meetings, site visits and maintenance works, ensuring all stakeholders are informed and arrangements are in place.- Maintaining accurate records of planned maintenance activities, compliance audits and facility inspections.- Assisting with the management of key supplier contracts, including preparing reports for contract reviews.- Working with suppliers to gather quotes, track progress and report on the reduction of facilities management costs.- Assisting in maintaining the compliance and property maintenance risk register, ensuring all updates are logged and documentation is kept up to date.- Co-ordinating compliance audits, working with the Health and Safety team to gather required information and follow up on action items.- Helping to gather and analyse data on service performance, contributing to reports and recommendations for continuous improvement of facilities management services.- Supporting with duties on main reception as and when needed.- Assisting with the co-ordination of response activities, ensuring necessary information and resources are available to address urgent situations.
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Together we are...

- **Helpful** – we'll look for ways to make a difference
- **Inspiring** – we'll help everyone be the best they can be
- **Trustworthy** – we can be relied on

Your Approach – how you will contribute to your team and the Society’s ongoing success in this role.

I will be helpful by:	<ul style="list-style-type: none">- Responding positively to requests from colleagues and customers.- Trying to get it right first time.- Resolving customer complaints and take corrective action.- Sharing my knowledge with my colleagues.- Offering to help before being asked.- Going above and beyond.- Contributing to the team and its success.
I will inspire others by:	<ul style="list-style-type: none">- Supporting and encouraging one another.- Being a positive role model.- Listening and learning from my colleagues and line manager.- Building strong relationships with customers and colleagues.- Suggesting new ideas and trying new things.- Taking pride in my work and celebrating success.
I will be trustworthy by:	<ul style="list-style-type: none">- Using good judgement in all situations.- Being open and honest.- Take responsibility for my work and delivering positive outcomes.- Treating everyone fairly and with respect.- Doing my best for each other and our communities.



Your leadership behaviours

Adhering to Principles and Values – responding suitably to values-led decisions

Presenting and Communicating Information – translating information appropriately

Relating and Networking – sharing knowledge to develop and learn from others

Working with People – building a strong and adaptable team

Your Behaviours – how you will contribute to your team and the Society’s ongoing success in this role.

I will adhere to the principles and values of the Society by:	<ul style="list-style-type: none">- Being honest, transparent and consistent in all actions and communications.- Treating others with dignity and respect, valuing their diversity and different perspectives.- Listening actively and consider the opinions of others.- Taking accountability for my actions and decisions.- Fostering a spirit of teamwork, co-operation and positive relationships.
I will present and communicate information clearly by:	<ul style="list-style-type: none">- Tailoring my communication to the level of understanding and background of the audience.- Paying close attention to others when they speak.- Providing examples to illustrate complex concepts to make my message more relatable.- Encouraging feedback and questions from colleagues to clarify understanding.
I will build a network of customers and colleagues by:	<ul style="list-style-type: none">- Offering value to my network by sharing relevant insights, information, or resources.- Fostering genuine relationships by demonstrating authenticity and integrity in my interactions.
I will work collaboratively with my colleagues by:	<ul style="list-style-type: none">- Demonstrating an interest in and understanding of others.- Recognising and rewarding the contribution of others.- Listening and consulting with others and communicating appropriately.- Supporting and caring for colleagues.- Developing and openly communicating self-insight such as an awareness of own strengths and weaknesses.