

# Candidate Information Pack

Helping individuals unlock their potential

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## Facilities Management & Compliance Officer

**Salary** £31,194 - £33,289

**Hours** 38 Hours Per Week

**Location** All Môn CF Offices  
(Amlwch, Holyhead, Llangefni)



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# Contents

**Welcome from Rita Stewart, CEO**

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**About Môn CF**

---

**About the Role**

---

**Job Description**

---

**Person Specification**

---

**Recruitment Timeline**

---

**Our Priorities**

---

**Our Core Values**

---

**Why Choose Môn CF**

---

**How to Apply**

---

**Contact Us**

---

# Welcome To: Môn Communities Forward



**RITA STEWART**  
CHIEF EXECUTIVE OFFICER

***"At Môn CF, we believe that our staff are our greatest assets."***

*When you join our team, you're not just taking on a job; you're becoming part of a supportive, purpose-driven organisation that is dedicated to making a real difference in our communities.*

*We offer a positive and inclusive working environment, opportunities for personal and professional development, and a strong commitment to staff wellbeing.*

*Whether you're starting your career or bringing years of experience, you'll find a place at Môn CF where your ideas are valued, your growth is encouraged, and **your work truly matters.**"*

# About Môn CF



Môn CF is a charity and company owned by the people of Anglesey.

We work to help develop individuals and businesses on Anglesey and North Wales, creating a brighter and prosperous future for the island and region

Providing Employment Support, Business Support, Training and Community Projects on Anglesey since 2003.

***Our mission is to be known as the go-to organisation that provides opportunities, changes lives, and creates positive futures for the people of Anglesey!***

**MÔN CF HAS BEEN  
SUPPORTING  
INDIVIDUALS,  
BUSINESSES, AND  
COMMUNITIES  
SINCE 2012**





# About the Role

## Facilities Management & Compliance Officer

**Salary** £31,194 – £33,289

**Hours** 38 Hours Per Week

**Location** All Môn CF Offices  
(Amlwch, Holyhead, Llangefni)

### POST OUTLINE:

**Facilities Management & Compliance Officer** is a combined role, and will consist of working closely with the SHEQ Manager, on facilities along with management of the Môn CF Quality Management system.

**Facilities Management:** Support the property purchasing process and monitor refurbishment progress to ensure a smooth transition to securing both commercial and domestic lease agreements, instrumental in the ongoing management.

**Compliance Officer:** The compliance and quality element of the role will ensure that all facilities are maintained in compliance with all relevant health, safety, environmental, and legal regulations. This will also extend into the internal Business Management system of Môn CF.

The ideal candidate will have experience in facilities management and compliance, an eye for detail, and the ability to work collaboratively across teams.

# Job Description

## About the Job

### **Facilities Management:**

- Support the SHEQ manager from the acquisition through to obtaining lease agreements in place, then the management of these
- Oversee operations and maintenance of the company's facilities, ensuring they are clean, safe, and well-maintained.
- Coordinate routine inspections and preventive maintenance on equipment and facilities.
- Manage vendor relationships for facility-related services, including cleaning, waste management, fire protection and security.
- Ensure that building systems (HVAC, electrical, gas etc.) are functioning effectively and arrange for repairs or upgrades as needed.

### **Compliance & Regulatory Management:**

- Ensure all facilities meet regulations regarding health, safety, and environmental standards.
- Schedule regular compliance audits and inspections to ensure the facility adheres to building codes, fire safety regulations, other industry-specific standards.
- Maintain records of compliance inspections, certifications, and maintenance activities.
- Work with relevant stakeholder to ensure all necessary licenses and permits are up to date.

### **Safety Health Environment and Quality:**

- Develop and implement health and safety policies in line with legal and company standards.
- Ensure risk assessments are carried out and implement corrective actions where necessary.
- Monitor report and management of fire compliance requirements and assessment actions.
- Participate in SHEQ improvement initiatives and projects to enhance organisational performance and achieve strategic objectives.
- Proactively identify opportunities for enhancing SHEQ processes and practices.
- Document inspection and audit findings and collaborate with relevant stakeholder to address identified issues through to completion.
- Support the organisation in fostering a culture of Safety, Environment and quality excellence.
- Provide administrative support to the SHEQ Manager.



# Job Description

## About the Job

### **Budgeting and Reporting:**

- Assist in the preparation and management of the facilities budgets, ensuring cost-effectiveness in operational expenses.
- Track facility-related expenditures and provide regular reports to senior management
- Work to identify cost-saving opportunities while maintaining quality and compliance standards.

### **Collaboration and Communication:**

- Work closely with other departments, including internal and external stakeholders.
- Provide guidance to staff and contractors on policies, procedures and expected standards.
- Respond promptly to requests related to facility services, ensuring high levels of tenant satisfaction.

### **FLEXIBILITY**

Your attention is drawn to the fact that some duties and responsibilities are difficult to define and may vary from time to time without altering the general character of the duties and levels of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation to meet the changing needs and demand of the service. Such a requirement will allow the expertise of the post holder to be developed and maximised to the mutual benefit of the employer and employee.

# Person Specification

## About You

### **EXPERIENCE**

- Demonstrable practical experience in facilities management (e.g. building maintenance, contractor coordination, building services, service level agreements, and procurement).
- Experience of compliance monitoring or quality assurance processes.
- Some experience of purchase orders and procurement processes.
- Experience working in a multi-site or community-based setting.

### **PERSONAL ATTRIBUTES**

- Attention to Detail: Meticulous in ensuring compliance with standards.
- Problem-Solving: Proactive in identifying issues and implementing solutions.
- Team Player: Able to work alone but also within a team environment.
- Adaptability: Flexible and able to adapt to changing requirements and environments.
- Good interpersonal and communication skills.
- Willing to learn and develop professionally.

### **KNOWLEDGE AND UNDERSTANDING**

- Strong understanding of building safety compliance (e.g. fire safety, asbestos, legionella).
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Awareness of general maintenance and workplace safety standards.
- Demonstrable knowledge of Health & Safety legislation and statutory compliance.
- Knowledge of quality management principles (e.g., ISO standards or audit processes).

### **SKILLS**

- Ability to analyse data and generate reports.
- Strong organisational and record-keeping skills.
- Ability to monitor, review and audit facilities-related compliance documentation.
- Attention to detail in monitoring compliance and identifying areas for improvement.
- Excellent written and verbal communication skills.
- Ability to liaise effectively with various stakeholders, including employees, management, and external auditors.
- Strong organisational and time management skills.
- Ability to manage multiple tasks and prioritise effectively.

*A Full Valid Driving Licence and access to own vehicle is essential for this post*





# Recruitment Timeline

## Our Process

**Make sure you submit your application before the closing date as late applications will not be accepted.**

RECRUITMENT ACTIVITY	DATE
Closing date for applications	08/08/25
Application Shortlisting	11/08/25
Interviews	19/08/25

Applicants will be contacted via the email address and/or telephone number provided in the application form.

To help minimise our environmental impact, we aim to keep communications paperless whenever possible; letters will be posted only upon request.

# Our Priorities

## People & Communities First



### Employment Support

To **become the go-to organisation** supporting the people of Anglesey to reach their full economic potential.



### Business Support

To be **the first port of call** for businesses (New or existing) looking for help.



### Training

To **provide high-quality training** which contributes to meeting local skills needs.



### Schools & Young People

To **prepare young people for their future** in the world of work.



### Properties

To **create sustainable, vibrant, and viable places** by bringing properties into local community use and ownership.



# Our Core Values

## Part of the bigger picture

### **1. Collaboration & Partnership**

Building strong partnerships with local stakeholders, organisations, government agencies and businesses to leverage resources, expertise and networks for the collective benefit of the community.

### **2. Accountability & Transparency**

Upholding high standards of accountability and transparency in all organisational activities, including financial management, decision-making processes and reporting mechanisms.

### **3. Community Empowerment**

Prioritising the needs and aspirations of the community, ensuring their active participation in decision-making processes and empowering them to shape their own future.

### **4. Inclusivity & Diversity**

Embracing diversity in all its forms and ensuring inclusivity by creating opportunities for all individuals, regardless of their background, to participate and benefit from the organisation's initiatives.

### **5. Social Justice**

Advocating for fairness, equality, and social justice, and working to reduce disparities and inequalities within the community, particularly in terms of access to employment, resources, and opportunities.

### **6. Resilience & Adaptability**

Building resilience within the community and organisation itself, adapting to challenges, setbacks, and changing circumstances while remaining steadfast in the pursuit of its mission and goals.

# Why Choose Môn CF?

## A purpose-driven team

### 1 Generous Annual Leave Entitlement

Starting at 26 days per year, plus an additional 8 bank holidays, and additional days off for office closure between Christmas and New Year

### 2 Length of Service Reward

An additional 2 days of annual leave after 3 years of service with the company, and a further 2 days after 5 years of service – up to 30 days in total (plus bank holidays)

### 3 Modern and Comfortable Offices

We have modern and comfortable offices in Holyhead, Amlwch and Llangefni

### 4 Welsh Hospital Association Membership

WHA can help you with everyday health care costs such as the dentist, optician and physiotherapy for example. This is paid for by the company.





# 5

## **Good Compensation**

We offer good rates of pay, enhanced sick pay and a paid 30 minute lunch break.

We also have an employer pension contribution of 5% (with employee contribution of 3% = Total 8% pension)

# 6

## **Helping you to stay active**

We offer the Cycle2Work scheme, in addition to corporate gym membership discounts

# 7

## **Wellbeing Support**

We have a variety of wellbeing activities and even close our offices for some staff wellbeing days. In addition we offer 2 volunteering days per annum. For those in need of additional mental health support we can offer to assist you to access the right services.



# 8

## **Flexible Working**

We understand the way in which people want to work has changed in recent years, which is why you can choose to make up your FTE in a way that suits you. Our core working hours are 09:00 - 15:00 Monday to Friday and you can choose to start or finish flexibly between 07:00-09:00 and 15:00-18:00.



# Disability Confident Employer

## A place for everyone

We are proud to be recognised as a Disability Confident Committed Employer.

We encourage individuals with a disability or health condition to share this information with us in good time if you would like us to make any reasonable adjustments for you as a part of the recruitment process.



# Equal Opportunities

## Advocating fairness



We are an equal opportunity employer and are committed to equality of opportunity for all staff.

Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



## How to Apply

### Apply Today

**To apply for this post, all candidates must complete our application form to be considered. The application form can be found on the Careers page of our website.**

Please do not submit your CV, as only the information provided within the Application Form will be used at the shortlisting stage.

When completing your application, please familiarise yourself with the job description and the person specification within this information pack so you understand the essential qualifications, skills and attributes for the role.

Whether or not you are shortlisted for an interview is based on the information you provide in your application form.

Appointments are conditional upon a valid Right to Work check and undertaking a Disclosure and Barring Service (DBS) check. Please be aware this check will pick up any spent and unspent convictions or cautions.

# Contact Us

## Apply Today

**If you have any issues accessing or completing the application form, please contact Stephanie Pritchard, the HR Manager via 01407 762 004 or [careers@moncf.co.uk](mailto:careers@moncf.co.uk)**

If you have any questions regarding this role or would like an informal chat before applying please contact us.

We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay.

**Thank you for your interest in joining our dynamic team.**

 [careers@moncf.co.uk](mailto:careers@moncf.co.uk)

 01407 762004

 Amlwch | Holyhead | Llangefni

   @moncfanglesey

**[www.moncf.co.uk](http://www.moncf.co.uk)**

