LOOK BEYOND YOUR LIMITS

HORIZON
An OnSide Youth Zone

We're a foster-friendly business
North East Lincolnshire Council
FOSTERING
Bright Futures

Facilities Manager

Salary: £30,000 - 32,000

Contract: Full Time, Permanent

Reporting to: Head of HR & Operations

Closing Date: 9am on Friday 4th December

Apply by sending a CV and cover letter to recruitment@horizonyouthzone.org





A MESSAGE FROM LUCY - CEO

Thank you for your interest in working at Horizon Youth Zone and our Facilities Manager role.

This is an exciting time for Horizon, after opening our doors in February 2026. We're growing, adapting, and continually striving to meet the evolving needs of our children, young people and community. We are always keen to hear from individuals that have the energy and insight that will inspire both our staff and the young people we serve.

We pride ourselves on being a great place to work and you will work alongside a dedicated team and a leadership group that values collaboration, innovation, and purpose-driven work.

The Facilities Manager is central to the success and sustainability of the Youth Zone to deliver for our children today and into the future. At Horizon we have a rare opportunity to create something truly extraordinary. We strive to build a Youth Zone that inspires, empowers, and leaves a legacy.

Please read through the job pack to learn about our work and the role, and we look forward to receiving your application.

Lucy Ottewell-Key, CEO

ABOUT HORIZON YOUTH ZONE

Horizon Youth Zone is a brand-new locally run youth charity. Located in the heart of Grimsby, Horizon is a safe, inspiring space where young people aged 8-19, and up to 25 for those with additional needs, can enjoy their leisure time, discover their passions, and unlock their potential!

Built on the successful OnSide Youth Zones model, Horizon offers state-of-the-art facilities for £5 annual membership and 50p per visit.

With over 20 activities available every session - including sports, arts, culture, and recreation - available every evening, weekend, and school holiday, showcasing our commitment to providing the best for young people.

Horizon is based on a proven model of youth service and youth work provision that is aligned to community needs and supported by cross-sector funding. Horizon gives young people affordable access to services designed to empower them to lead healthier, positive and more active lives, raising their own aspirations and their community.

ABOUT THE ROLE

This role is all about ensuring our Youth Zone is a safe, welcoming and well maintaned space, where our young people can thrive. You'll take responsibility for the effective management of our building and facilities, overseeing maintenance, health and safety compliance, security and day-to-day operations to ensure everything runs smoothly.

You'll also lead our Cleaning team and Catering Supervisor, ensuring high standards of cleanliness, hygiene and presentation, alongside delivering an exciting in-house food offer. Working closely with colleagues across the Youth Zone, you'll make sure our facilities meet the needs of our members, staff and volunteers.

No two days will be the same! We're looking for a proactive, hands-on problem-solver with experience managing buildings, facilities or similar environments. You'll be organised, resourceful and confident leading teams, managing contractors and budgets, and finding practical solutions to challenges.



BENEFITS

- Workplace pension
- Free gym access
- 33 days annual leave
- Access to OnSide's Talent Academy
- Health and wellbeing support
- Charity worker discount
- Birthday holiday leave

WHAT WILL I BE DOING?

RESPONSIBLE FOR: Catering Supervisor and Cleaning Operatives

BUILDING MANAGEMENT

- Work closely with the Youth Zone team to make sure the building meets their needs and supports all activities.
- As a designated key holder, taking responsibility for the close down and opening up of the Youth Zone when required.
- Oversee the building security, access controls, alarms, CCTV and key holding arrangements.
- Ensure the Youth Zone space is prepared, clean and ready to meet the needs of young people, staff and guests.
- Lead on the setting up of rooms and spaces for events, hire or other occasions.

HEALTH & SAFETY

- Ensure full compliance with health & safety regulations and best practices.
- Produce and conduct risk assessments for our building and activities.
- Manage fire safety, water hygiene and equipment testing, keeping accurate records.
- Address Health & Safety concerns promptly and lead on accidents/incident reports, ensuring RIDDOR compliance.
- Provide advice and training to staff on health and safety procedures.
- Communicating with Network Facilities Lead and external Health & Safety Consultant.

MAINTENANCE & REPAIRS

- Develop and manage a proactive maintenance schedule to keep the building in top condition
- Identify and complete day-to-day repairs across the facility.
- Arrange external contractors for more complex and larger tasks as needed.

COMPLIANCE & BUDGETING

- Ensure up to date record keeping for statutory compliance (fire safety, electrical testing, building regulations and food safety)
- Manage the facilities and catering budget, exploring cost effective and sustainable solutions.
- Support the Catering Supervisor to maintain high standard of food hygiene and safety.

LINE MANAGEMENT & LEADERSHIP

- Set clear expectation and monitor performance of the Catering Supervisor and Cleaning team, completing regular 1:1 and giving feedback.
- Manage the cleaning team rotas for operational delivery, absences and holidays.
- Be the Duty Manager for our daytime operations; troubleshoot and lead on incidents or issues.
- Collaborate with the Duty Management Team to troubleshoot problems and develop solutions.

SAFEGUARDING

- Ensure the Youth Zone is a safe, welcoming place for young people by identifying building safeguarding risks and the building is secure.
- Comply with all policies and procedures for safeguarding, code of conduct and health & safety.
- Be alert to safeguarding issues, ensuring the welfare and safety of Youth Zone members is promoted, reporting any concerns to the designated Safeguarding Lead.

PERSON SPECIFICATION

Experience
Minimum of 2 years experience in caretaking, building maintenance, facilities or building operations.
Experience of manging staff, contractors and external suppliers.
Skilled in risk assessments, contract administration, and PPM Management
Experience in using building management systems and delivering facilities related training (desirable)
Skills, Knowledge and Attributes
Having a young person focused approach, being passionate about the power and impact of youth work and using it as a vehicle to empower young people to become the very best versions of themselves.
A good understanding of health and safety requirements, risk assessments, RIDDOR reporting and compliance.
A proactive problem-solver who can identify and address issues early to prevent them from escalating. A team player with strong communication and collaboration skills, always focused on finding practical solutions—no problem is too big or too small.
An ongoing commitment to equity, fairness, and respect.
A willingness to work evenings & weekends with the flexibility, motivation and commitment to meeting the needs of young people at Horizon Youth Zone, ensuring a quality youth work offer is upheld.
Thrives in a fast-paced, dynamic environment and stays calm under pressure.
Ability to work on own initiative and as part of a team maintaining a proactive approach and can-do attitude.
Proficient IT skills with an understanding of Office 365 and relevant support systems
Relevant qualifications, IOSH, COSHH or NEBOSH (Desirable)

GENERAL INFORMATION

The normal hours of work are 37.5 per week, or those necessary to fulfil the requirements of the position. There will be a requirement to work outside the normal 9 to 5, Monday to Friday, working week, including frequent evenings and weekends. This will mean working flexibly across the week, to suit the needs of both the role and the individual.

In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check.

Deadline to apply: 9AM on Friday 4th December

First Stage Interview: Thursday 10th December

HORIZON
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VISION, MISSION AND VALUES

Horizon Youth Zone's vision, mission and values provide a strategic basis and focus for the charity's operations. Investing in young people today to support a brighter future tomorrow, supporting children and young people to 'look beyond your limits'.

CHILDREN AND YOUNG PEOPLE FIRST

We put children and young people at the heart of everything we do. We listen, empower, and create safe, fun spaces where they can lead, grow, and thrive.

AMBITION

We aim high and believe in the potential of every young person. Through positivity, opportunity, and a commitment to nurturing their aspirations, we support them to reach beyond their dreams and become the best version of themselves.

EXCELLENCE AND INTEGRITY

We lead with honesty, humility, and high standards. Committed to doing what's right, we work with purpose, pride, and resilience to deliver our very best.

PARTNERSHIPS AND COMMUNITY

Through shared values, trust, and collaboration, we aim to be a vital part of our community, by working in partnership with others to create a strong, supportive network around young people.

RESPECT AND INCLUSIVITY

We welcome everyone with kindness, listen to all voices, and treat others as we'd like to be treated. We celebrate diversity, stay open-minded, and create a space where everyone feels valued and included.

SOCIAL AND ENVIRONMENTAL SUSTAINABILITY

We make ethical, sustainable choices that support long-term stability for our organisation and young people. By being resourceful and reflective, we respect our heritage while preparing for the future. We act responsibly to promote wellbeing, and empower young people to make positive, lasting change.