

Job title: **Resource & Facilities Lead**
Department: **Finance & Administration**
Reports to: **CDCH Board of Trustees**



Key Relationships:

Senior Leadership Team
Board of Trustees
Key External Stakeholders
Finance Administrator
CDCH Staff and Volunteers

Hours: **30 – 37.5 per week (negotiable)**

Salary: **Up to £40,000 per annum FTE**

Role type: **Permanent**

Location: **Based in Tetbury but required to work across various locations as needed.**

The Cotswolds Dogs & Cats Home

The Cotswolds Dogs & Cats Home (CDCH) has the ambition to be a sector leader in innovative approaches to animal welfare. Through our Rehoming and Welfare work, we support over 1,000 vulnerable animals in our community each year.

We are now seeking a motivated and skilled Resource & Facilities Lead to join our Finance & Administration team. This brand-new role offers the chance to make a tangible difference by ensuring our organisation runs smoothly, safely, and efficiently—supporting CDCH to deliver its core mission in a dynamic and supportive environment.

The Role

The Resource & Facilities Lead will provide high-quality support across the organisation, enabling CDCH to achieve its objectives. The post holder will oversee facilities, compliance, systems, HR administration, and safeguarding, while acting as a trusted partner to colleagues, contractors, and the Board of Trustees.

Key Responsibilities

Facilities & Maintenance

- Oversee contractual obligations and maintenance for all owned and leased buildings.
- Lead negotiation and management of contracts with third-party service providers (cleaning, security, IT, maintenance, etc.).

Compliance & Health & Safety

- Ensure all CDCH sites comply with health, safety, and environmental regulations.
- In partnership with external providers and operational leaders, implement safety procedures, respond to emergencies, and conduct safety audits.

HR Support

- Act as the main contact for our external HR provider.
- Support operational leaders with recruitment, onboarding, and HR processes.

Projects & Budget Management

- Manage small renovation and refurbishment projects with minimal disruption.
- Lead on facilities budget management, ensuring cost control and exploring opportunities for efficiencies (e.g., energy savings).

Systems & Data

- Oversee implementation, maintenance, and compliance of third-party systems (HR, IT, phone, and databases).
- Act as Data Protection Officer, ensuring organisation-wide compliance.

Safeguarding

- Act as the charity's Safeguarding Officer, ensuring statutory requirements are met and embedded into practice.

Skills and Attributes

We are looking for someone who is:

- Organised & detail-oriented – able to coordinate multiple tasks effectively.
- A clear communicator – with excellent verbal and written communication skills.
- A problem solver – pragmatic, solutions-focused, and resilient under pressure.
- A relationship-builder – able to inspire confidence with staff, contractors, and trustees.
- A team player – collaborative, flexible, and adaptable to change.

Essential experience and attributes:

- Strong organisational skills with the ability to translate ideas into action.
- Ability to negotiate, influence, and hold self and others to account.
- Foundational knowledge of facilities management, health & safety, HR, and basic finance.
- Commitment to high standards, continuous improvement, and professional integrity.
- Current valid driving licence and access to a vehicle with business insurance.

Your Commitment to CDCH

- Boundaries & behaviours: Act with professionalism and integrity in all relationships.
- Health & Safety: Take responsibility for your own and colleagues' wellbeing.
- Equality, Diversity & Inclusion: Promote a culture of respect, inclusion, and fairness.
- Confidentiality: Treat all organisational information as confidential and comply with relevant policies.

Please note that all offers of employment require: References deemed satisfactory to the Charity

Proof of eligibility to work in the UK.

All new employees to the Charity will be subject to a six month probationary period.

We are unable to allow staff to bring their own dogs with them to work.

The post requires occasional working outside of normal office hours. Attendance may also be required at meetings which may be held in the evenings or weekends.

This role profile is not exhaustive and may be subject to change to meet the operational needs of the charity.