

JOB DESCRIPTION:

Assets Manager (AM)

To manage all DACIC assets

To be based in the Dornoch Hub when it opens in 2021, home based in the meantime

To set up policies and procedures for running the Hub

1. Tenants
2. Staff
3. Health & Safety
4. Public use
5. Community Room – booking procedure & terms
6. Facilities Management – hard & soft
7. Maintenance – internal & external
8. Monitoring (for funders)

To manage the Dornoch Hub & other DACIC projects

1. All Facilities Management – hard & soft and where provided directly or indirectly by third party
2. Annual budget forecast
3. Monthly update & year end predictions
4. Billing tenants & other users
5. Ordering supplies & services against budget
6. Scheduling payment of budgeted purchase invoices
7. Advising accountant of monthly staff salaries/hours
8. Reporting monthly to the DACIC board
9. Annual maintenance plan (internal & external)
10. Annual staff training & appraisal plan