About Development Initiatives

DI unlocks the power of data to enable policies and investments that improve the lives of people experiencing poverty, inequality and crisis.

Our mission

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:
• Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibility and effectively
• Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
• Create a culture of data use by growing people’s skills, expertise and confidence in data.

And we support partners to:
• Better respond to people’s needs through improved quality and use of data and evidence in policymaking
• Improve the quantity, quality and coherence of public finance and private investment
• Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In recent years, our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.

Our core values

At DI, our core values serve as the guiding principles that shape culture, behaviour and decisions. Our core values embody the type of organisation that we are. Our quality standards and achievements require unwavering commitment to professionalism and diligence from everyone and you’ll find that our core values run through all that we do, and we expect everyone at DI to embrace these values in everything they do, including how they behave. Our core values are:

Purpose-driven
Everything we do is motivated by our shared desire to contribute to positive change in the world.

People-centred
We are supportive, friendly and considerate, with mutual respect for how people think, work, live and identify so that together we thrive.

Transparent
Openness and honesty are at the heart of how we work, driving high levels of trust as well as fair and ethical practice.
Facilities and Sustainability Co-ordinator

Role content and purpose

The post holder will report to the Director of People & Culture and be part of the People & Culture community of practice, creating a comfortable, safe and productive working environment for our people. They will play a crucial operational role in ensuring the smooth and efficient operation of the Bristol office and managing our carbon footprint via our Carbon Reduction Plan.

The post holder will need to be able to prioritise their work, use their initiative, be an excellent communicator and keep up to date with relevant laws and regulations related to their work.

Contractual details

Start date: ASAP
Length: Permanent
Location: DI's Bristol office at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK
Salary: £24,000 to £27,000 (Career Level 1). Pro-rated accordingly for working hours to £12,343 to £13,886
Hours: 18 hours per week (Flexibility on whether these hours are shared across 4 days between Monday to Thursday or condensed between Tuesday, Wednesday and Thursday)
Probation: 3 months
Leave: 25 days pro rata, plus bank/public holidays

Duties and responsibilities

Wellbeing: Heath, safety, security and emergency response

- Updating our health, safety and welfare statement and the UK Health and Welfare Manual
- Organise training for Fire Marshalls and First Aiders, and ensuring training is renewed when required, undertaking risk assessments when needed and arranging for health and safety equipment to be tested
- Keeping the Accident Reporting Log up to date
- Manging emergency response plans including evacuation procedures and fire drills
- Security and access – liaising with the property reception, managing any security matters, acting as a main point of contact
- Issue DSE surveys and actioning responses as needed
- Supporting on any ‘access to work’ grant requests and helping employees with workspace-related requests.
Office: Office supplies, maintenance and supplier/vendor management

- Answering any phone calls, taking messages and dealing with any visitors
- Joint oversight for email management of info@devinit.org
- Encouraging all personnel to use company travel booking procedures, and assisting when travel or taxis may need to be booked
- Maintaining office supplies and ordering new supplies when needed e.g., stationery and materials for copiers, printers and other internal equipment, business cards and kitchen goods
- Dealing with incoming/outgoing post and parcels and arranging postal/courier collection
- Providing office/facilities induction for new joiners and manage process for leavers
- Oversee any maintenance, repairs or improvements, liaising with contractors as appropriate and managing contractor relationships
- Manage the weekly car parking schedule
- Manage the facilities budget with the Director of People & Culture
- Co-ordinate and/or help with organising office event/parties/staff retreats

Environmental sustainability

- Manage and optimise resource use including energy, water and other materials
- Maintain the carbon reduction plan, gathering and analysing data related for sustainability metrics
- Promote and encourage environmentally friendly practices
- Contribute to updates to the Sustainability Statement.

General responsibilities

- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct
- Prepare for and engage in one-to-one meetings and performance reviews
- Be willing and committed to taking on new work as required and be proactive.

No job description or role profile can encompass all tasks and duties that may be required, and we may expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

Person specification

Education/qualifications

- Associate level membership of the Institute of Workplace and Facilities Management or above is highly beneficial
- Institution of Occupational Safety and Health awareness
- Fire Marshal (Warden) and Emergency First Aid at Work certificates

Personal skills/qualities

- Proven experience (3+ years) in a facilities management or related role
- Great skills in MS Office and familiarity with SharePoint
- Maintains professional knowledge through CPD and/or reading relevant professional journals.
- Excellent communicator, both verbal and written
- Able to self-prioritise and use own initiative, working independently with minimal oversight but can also work and collaborate with others
• Passionate about sustainability
• Continues to seek improvements/efficiency savings
• Problem solver

**Application details**

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be uploaded onto our [online application portal](#). Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

The role was first advertised on 15 September 2023.

**Other**

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees’ documents, before employing them, to ensure they have the right to work in the country in which this post is based.

Development Initiatives is an equal opportunities employer, and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

**Working together**

*People are our greatest asset.* It's a well-used saying, but at DI it really is true.

We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands, so it makes sense that the better our employees are, the more effective we will be. For this reason, we work hard to create an environment that meets everyone’s needs.

In line with our values (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness and want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision. Working in the UK, we also offer:

• Informal work environment (e.g. casual dress)
• Pension scheme with 5% employer contribution
• Flexible working arrangements
• Healthcare scheme with employee assistance programme
• Paid study leave and financial support
• Paid professional membership fees
• A free gym within the office building
• Cycle to work scheme
• Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas
• Option to buy/sell holiday
• Enhanced policies (such as maternity, paternity and adoption leave and sick pay)
• Up to five days’ paid volunteering leave (addressing poverty/helping vulnerable people).