



## Head of Estates Services (Strategy, Project Management and Compliance)

<b>Salary:</b>	£55,743.00 per annum
<b>Basis:</b>	Full time
<b>Contract Type:</b>	Permanent post
<b>Contractual Hours:</b>	37 hours per week
<b>Annual Leave:</b>	45 days including bank holidays
<b>Location:</b>	The Carr Fenton Foundation

We are seeking a dynamic Head of Estates Services (Strategy, Project Management and Compliance) to provide strategic direction, assurance and professional leadership across our Foundation's estate based in Doncaster.

### About the Role

The Head of Estates Services (Strategy, Project Management and Compliance) is a senior leadership role with Foundation-wide accountability for the strategic direction, assurance and long-term development of the estate. The role provides authoritative ownership of estates strategy, statutory compliance monitoring and assurance, capital programme leadership, planned preventative maintenance (PPM) assurance, quality assurance (QA) and long-term infrastructure and asset planning.

### Key Responsibilities

- Take lead responsibility for the development, review and implementation of the Foundation wide Estates Strategy, aligned to the organisations Strategic Plan and service delivery requirements.
- Translate strategic priorities into multi-year estate condition assessments, investment plans and measurable outcomes.
- Take lead responsibility for the planning of all estates capital projects, refurbishments and major lifecycle works, in liaison with the Estates Operations Manager and in line with governance oversight.
- Work in close partnership with the Contracts and Procurement Manager to ensure estates-related procurement, contracts and consultant appointments are compliant, proportionate and aligned.
- Hold accountability for ensuring projects are delivered to scope, cost, time and quality, with robust reporting to senior leadership and trustees.
- Take lead responsibility for the strategic oversight and assurance of the Foundation's Health & Safety function, ensuring alignment with estates compliance, safeguarding and organisational risk management.

- Design, implement and maintain a compliance monitoring framework, ensuring checks, inspections and remedial actions are planned, completed, evidenced and reviewed.
- Lead preparation for audits, inspections and regulatory scrutiny, providing clear evidence of compliance and control.
- Define and oversee estates performance and quality metrics, including condition, compliance status, PPM completion, energy usage, backlog maintenance and lifecycle cost.

For a full list of responsibilities please see the job description.

### What We're Looking For

- Degree level qualification (or equivalent professional experience) in relevant field such as: Estates/Facilities Management, Building, Construction, Engineering or Surveying, Property asset or infrastructure Management.
- Extensive experience of facilities and site maintenance and/or any other related role.
- Experience in managing external contractors and service level agreements
- An understanding of Health and Safety Regulations, including knowledge and experience of COSHH.
- Excellent organisational, planning and prioritisation skills, including the ability to plan and prioritise own workload within a given work schedule,
- Excellent interpersonal skills, communication skills, both written and verbal.

### We can offer you:

- Contributory Pension
- Great CPD opportunities
- Free onsite parking
- Free use of onsite gym
- Discounted childcare at the onsite Little Learners Day Nursery
- Westfield Health Cash Plan including Doctorline - 24/7 access to a GP, Dental, Optical and Prescription claims and much more (funded by the employer)

For a job description and application form please visit our careers page at [Careers — The Carr Fenton Foundation](#)

Please note that on the application form we need your full education and employment history from leaving secondary school up to current date. We do not accept CV applications.

**Closing date for applications: 26<sup>th</sup> April 2026**

**The Carr Fenton Foundation, Leger Way, Doncaster, DN2 6AY,**

*The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Foundation may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.*

*The post is exempt from the Rehabilitation of Offenders Act 1974. The Foundation is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*

*We are committed to making our recruitment practices as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values differences, recognising that employees from a variety of backgrounds bring important and positive contributions to the workplace.*