

Αριθ. Πρωτ.: 25/10113

ΠΡΟΣΚΛΗΣΗ ΕΚΔΗΛΩΣΗΣ ΕΝΔΙΑΦΕΡΟΝΤΟΣ ΓΙΑ ΚΑΛΥΨΗ 1 ΘΕΣΗΣ FACILITIES MANAGER ΠΛΗΡΟΥΣ ΑΠΑΣΧΟΛΗΣΗΣ

"The Home Project" (THP), a civil non-profit company, was founded in December 2016 to meet the needs of refugee children who arrive in Greece on their own. It has created and operates shelters for unaccompanied minors in Athens, where holistic child protection services are provided.

The project is expected to operate with the co-financing of the European Union from the Greece Programme - Asylum, Migration and Integration Fund and is expected to last 12 months.

The aim of the project is the operation of shelters in which services will be offered covering the whole range of protection needs of minors, such as food, housing, education, as well as material, psychosocial, medical and legal support, and social integration services. The main guidelines for the services provided relate to the safety and protection of minors, the development of the individual's personality, his or her maturation so that he or she is able to exercise his or her rights in an informed manner and, ultimately, his or her emancipation.

In this context, "The Home Project" announces a full-time Facilities Manager position. The selected person will be employed on a 3 month contract with a possibility of renewal after evaluation. The employee will work on fixed hours, 5 days during the week at the organization's headquarters.

Facilities Manager

Reports to: Chief Operating Officer (COO)

Overview

The Facilities Manager is a critical management position with a significant impact on The HOME Project's operational readiness and compliance framework. The role is responsible for coordinating and overseeing matters related to facilities, technical interventions, building maintenance and licensing processes across the organization's structures.



Με τη συγχρηματοδότηση
της Ευρωπαϊκής Ένωσης



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Additionally, the Facilities Manager facilitates communication and collaboration among structures, central departments, public authorities and external partners to ensure the smooth operation, regulatory compliance and proper maintenance of THP facilities.

Key Responsibilities and Duties

Facilities Management:

- Coordinates and oversees matters related to facilities, maintenance, technical interventions and licensing processes across THP structures.
- Monitors the operational condition of buildings, installations, equipment and critical infrastructure.
- Coordinates repairs, maintenance works and technical interventions with structure focal points and external technical partners.
- Ensures that relevant operational, legal and regulatory documentation related to facilities and licensing is properly monitored and maintained.
- Maintains communication with public authorities and relevant bodies regarding permits, licensing matters and compliance requirements.
- Supports inspections and audits by ensuring proper preparation, follow-up and availability of the necessary records and information.
- Works closely with the Procurement Department regarding quotations, assignments, technical services and relevant contracts.
- Contributes to the development and coordination of a network of external technical and operational partners.
- Monitors the progress, quality and timely completion of technical works and services.
- Acts as a liaison between structures, central services and external partners on facilities and licensing matters.
- Collects, organizes and follows up on information from structures in order to maintain an updated overview at organizational level.
- Provides regular updates and reporting to management regarding facilities status, pending licensing issues, technical interventions and operational needs.

Compliance, Hygiene & Safety

- Monitors compliance with legal, regulatory and operational requirements relevant to the functioning of THP structures.
- Contributes to the implementation and monitoring of organization-wide hygiene and safety policies, protocols and procedures.
- Follows up on the implementation of key hygiene and safety processes, including cleaning schedules, maintenance plans and monitoring of health-related equipment where applicable.
- Contributes, at process level, to the proper maintenance and protection of records and structure-related data, in line with GDPR requirements and internal procedures.

Project Oversight & Monitoring

- Oversees and follows up on facilities- and licensing-related pending issues across THP structures.
- Maintains accurate and updated records related to licenses, inspections, technical interventions and compliance requirements.
- Supports the preparation of weekly and monthly updates regarding operational readiness, technical issues and compliance status.

Coordination with Structures

- Supports structure leads in identifying, monitoring and resolving facilities-related, technical and licensing issues.
- Ensures timely escalation of critical issues requiring management attention.
- Helps maintain a coordinated and structured approach to facility-related operations across the organization.

Reporting:

- Provides regular updates and reports to the COO on matters including but not limited to:
- Facility status and infrastructure needs.
- Pending licensing and compliance issues.
- Technical interventions and maintenance follow-up.



- Recommendations for improvements and next steps.

Qualifications

Education:

- Degree in Business Administration, Engineering, Technical Studies, Management or related fields.

Knowledge & Experience:

- Proven professional experience of at least 3 years in a role related to facilities management, building operations, technical coordination and/or licensing.
- Experience in supervisory or managerial roles will be considered a significant asset.
- Experience liaising with public authorities, supervisory bodies or regulatory stakeholders.
- Work experience in a non-profit environment, hospitality setting, care environment, accommodation structures or a related field will be considered highly desirable.

Skills:

- Excellent written and verbal communication skills in Greek and English.
- Ability to manage multiple tasks and meet deadlines.
- Strong organizational and coordination skills.
- Strong digital skills and tech-savviness.

Desired Skills:

- Excellent collaboration skills.
- Problem solving abilities.
- Ability to coordinate multiple stakeholders and external partners effectively.
- Agility and flexibility to adapt to changing circumstances and requirements.
- High level of professionalism and integrity.
- High level of self-motivation.
- Attention to detail and strong follow-up skills.



- Passion for THP's mission and values.

EVALUATION PROCEDURE

As a first step, you are invited to send the following to a link that will be created through [Workable](#)

- Detailed curriculum vitae
- Cover letter

Due to urgency to cover the position the organization holds the right to hire the suitable candidate before the closing date.

For any clarifications, interested candidates may send queries to hr@homeproject.org

Job Type: Full-time



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