

Site Supervisor

Crofton Community Centre

Hours: 37.5 hours per week

Reporting to: Centre Manager

Salary: £25,500–£30,000 per annum (depending on experience – see below)

Closing date: Midnight, Monday 6th April 2026

A Role That Really Matters

Crofton Community Hub is entering an exciting period of transformation. Following real conversations with our local community, we're working hard to create a centre that is genuinely valued, well-used, and something the people of Hill Head and Stubbington are proud of.

We're looking for a site supervisor to be at the heart of making that happen. This is a genuinely varied, hands-on role where no two days are the same – and where the work you do will have a visible, tangible impact on people's experience of the centre every single day.

What You'll Be Doing

As Site Supervisor, you'll be responsible for keeping the building safe, well-maintained, and ready for the community to use. That means getting stuck in – carrying out minor repairs yourself, running compliance checks, and making sure everything from the heating to the fire alarms is in good working order. You'll also lead our small caretaking and cleaning team, manage relationships with contractors, and be a keyholder and first point of contact when something needs urgent attention.

Day to day, your work will include:

- Carrying out routine maintenance, minor repairs, and safety inspections
- Managing statutory compliance checks: fire safety, gas, electrical, legionella, COSHH, PAT testing
- Leading and supporting the small facilities team
- Coordinating contractors for specialist or larger works
- Ensuring rooms and facilities are set up and ready for bookings, events, and activities
- Monitoring energy and water use and looking for ways to reduce waste and costs
- Acting as keyholder and responding to emergency callouts when needed
- Keeping clear and accurate compliance records

What We're Looking For

We'd love to hear from people who bring some or all of the following:

- Experience in facilities management, building maintenance, or a similar hands-on role
- A working knowledge of health & safety, including fire safety, risk assessment, and safe systems of work



- Practical skills – comfortable carrying out basic repairs and maintenance tasks to a good standard
- Experience of supervising staff or contractors
- Good organisational skills and the ability to manage competing priorities
- Basic IT skills (email, spreadsheets) and willingness to learn new systems

A formal qualification in facilities management or health & safety (such as IOSH Managing Safely) would be great, but is absolutely not essential. We're equally interested in your practical experience and what you can demonstrate you've done.

A Note on the Physical Nature of This Role

This is genuinely a doing role. A significant part of the job involves physical activity – moving equipment, carrying out manual maintenance tasks, accessing different parts of the building, and responding practically to day-to-day site needs. We are an inclusive and welcoming employer, and we are committed to making reasonable adjustments wherever we can. However, due to the occupational requirements of this role, applicants will need to be physically able to carry out the manual elements of the work. If you have any questions about this, please don't hesitate to get in touch before applying.

Salary & Development Pathway

We want to be open about pay, so here's how we've approached it:

Fully experienced candidates – those who meet all or most of the criteria and can step into the role with confidence – can expect a salary in the range of **£27,500–£30,000** per annum, depending on experience and qualifications.

Development pathway candidates – those who are enthusiastic and capable but don't yet tick every box – would start in the range of **£25,500–£27,000**, with a clear and structured pathway to progress as skills, qualifications, and confidence grow.

We genuinely mean this. We know that imposter syndrome is real, and that some of the best people for a role don't apply because they don't feel 'qualified enough'. If you're passionate about this kind of work and committed to the community, we'd welcome your application.

The development pathway means exactly what it says: a structured programme of on-the-job training, mentoring, and professional development – including working towards relevant qualifications in health & safety or facilities management – over an agreed timescale. You'll take on progressively more responsibility as your confidence and competence grow, with regular reviews to support your progress. Salary progression will follow as you develop.

How to Apply

To apply, please follow the link on the Crofton Community Hub website: www.croftoncommunity.co.uk



If you have any questions about the role before applying, please email us at:
jobs@croftoncommunity.co.uk

We'll be reviewing applications as they come in and may be in touch before the closing date – so we'd encourage you to apply early if you're interested.

Closing date: Midnight, Monday 6th April 2026

Interviews: Wednesday 8th April 2026

We will aim to hold interviews on Wednesday 8th April. If you are a strong applicant who is genuinely unable to attend on that date, please let us know – we may be able to arrange an alternative. Our strong preference is to keep to this date, but we don't want to miss out on the right person.

If you have any accessibility requirements for your application or interview, please let us know by emailing jobs@croftoncommunity.co.uk – we'll do everything we can to support you.

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