

FACILITIES COORDINATOR – ROLE SPECIFICATION

Role Overview

Job title: Facilities Co-Ordinator

Hours: Fulltime (35 hours)

Reporting to: Head of Business Operations

Location: Henrietta Street, Dublin 1, DOI KF59.

About Us

The Honorable Society of King's Inns (King's Inns), established in 1541, is Ireland's Oldest School of Law and one of Ireland's significant historical environments.

Today, King's Inns is an independent educational institution renowned for professional legal education and training. King's Inns is the Irish 'Inn of Court', training and admitting legal professionals who wish to be awarded the degree of Barrister-at-Law necessary to be called to the bar by the Chief Justice of Ireland. As well as educating future and qualified barristers, the school extends its reach to a diverse community of people from legal and non-legal backgrounds offering a range of accessible part-time courses in specialist areas of the law.

Our reputation is international, and eminent graduates include former Presidents of Ireland, Taoisigh, politicians, leading academics, many leaders, and advocates across other professions, and, of course, judges and barristers in practice throughout the English-speaking world. King's Inns history is significant with a diverse legal and cultural heritage and a Library that houses over 110,000 volumes. We actively preserve and showcase our heritage and magnificent architecture through the many cultural and arts projects we operate.

Our mission is to excel in the provision of both professional and academic legal education and training, and to develop and nurture lifelong relationships with our entire membership.

Our Vision is to further develop King's Inns as a modern twenty-first century institution, which is a centre of excellence in the provision of legal education and training, and to have a value and significance for its membership who promote the importance of the rule of law in a modern democracy.

Governed by our Trustees and members of Council, King's Inns is a registered charity kingsinns.ie

ROLE DETAILS

The Facilities Coordinator is a new role within King's Inns and will support the Facilities, ICT and Venue Services at King's Inns. Along with maintaining the current service levels, it will play a key role in developing service levels across the organisation in Facilities, ICT student & Tutor support and Venue hospitality. It will entail supporting engagement and interaction with a wide range of stakeholders including students, members, guests, contractors and staff. This role will directly report to the Head of Business Operations or as directed by the CEO.

Key Responsibilities

- Daily and weekly inspections of all the estate to ensure that Cleaning, Security and M&E standards are adhered to. Daily inspection of all areas to ensure they are ready for the working day, actioning any issues appropriately. Support Planned preventative Maintenance (PPM) activities, Energy, Wastes and Cleaning checks across the site. Receive large/bulky items on site and move to required destination.
- Maintain open office areas in good order. Porterage of heavy parcels, equipment, and miscellaneous items. Ad hoc tasks as requested.
- Supervise and co-ordinate third party contractors attending site and inspect works after. Maintain visitors/contractors log and report any incidents.
- Managing the allocated budget costs for relevant services, raising required PO's and invoices, and reviewing supplier costs in line with agreed budget allocations.
- Carry out emergency procedures in the event of a fire, flood, break in, or accident etc.
- Comply with relevant Health & Safety requirements and be familiar with and ensure that fire, health, and safety regulations are adhered to in all parts of the building and car park by inspecting, checking signage and advising on defects.
- Ensure the fabric and finish of the overall site is accurately maintained and in good condition
- Support the physical security of the Society ensuring security is rostered for the required periods and adequately staffed. Ensuring all alarm systems are operational, assist with site access badges, and liaising and assisting with the issuing as required.
- Maintaining all, FM, ICT and H&S records as directed, ensuring they are kept up to date and reporting any missing documentation required from vendors.
- Assist with workplace & venue technology systems, including AV equipment, and video conferencing systems;
- Support classroom IT requirements, providing training and clear instructions where required;
- Providing support for exams including troubleshooting and IT assistance.
- Assisting with IT Help desk queries & assisting in the testing, implementation and training of new ICT systems as directed.

- Carry out any other duties as appropriate to the position, and/or as may be from time to time assigned.

Qualifications and Experience

- A third level qualification in Facilities, Business or Hospitality.
- A minimum of 3-5 years' experience in facilities, customer service and or ICT industry
- Experience of delivering on related projects and activities within previous role(s).
- Experience of working in a busy interdisciplinary environment to tight deadlines.
- Experience in the use of ICT systems.
- Experience customer service and customer facing roles.

How To Apply

Submit a cover letter setting out how you meet the requirements along with your CV to hr@kingsinns.ie by **5pm** on 6th July 2025.

Any queries on the role or application process can be sent to hr@kingsinns.ie

King's Inns is an Equal Opportunities Employer.

Data Protection:

King's Inns will treat all the information including personal data which you give as confidential, subject to the Data Protection Acts. Our Data Protection Statement can be found on our website [here](#).