



Wigan & Leigh Hospice



Recruitment pack

Estates Manager
September 2025



Thank you for showing an interest in working for Wigan & Leigh Hospice.

Our services enable people with a life limiting illness to live well for as long as possible, by providing them, and those closest to them, with outstanding care.

Hospices play such an important role in their community, and Wigan & Leigh Hospice is no exception to that. We support almost 1400 people every year, when they need it most.

Our hospice services are only available thanks to the support of the local community who first came together just over 40 years ago to help us to open our hospice doors, and who continue to help us to keep our services running.

About the role

As Estates Manager, you will provide strategic and operational leadership for the management, maintenance, and development of all Wigan & Leigh Hospice estates, including clinical, administrative, retail, and warehouse sites. You will ensure the estate remains safe, sustainable, compliant, and efficient, consistently meeting statutory and regulatory obligations while supporting the Hospice's wider strategic objectives.

This role requires a skilled facilities professional with expertise in estates compliance, health and safety, risk management, and the delivery of complex projects. You will lead, develop, and motivate a small estates team, oversee key supplier contracts, and act as the hospice's Competent Person under the Management of Health & Safety at Work Regulations 1999. Your leadership will be central to embedding a culture of compliance, safety, and continuous improvement, while building strong relationships across internal teams and external stakeholders.

The hospice is a charity which is firmly embedded in its community and relies on the support of that community to keep its services running. Often people are surprised that hospices rely so heavily on donations to deliver such essential services, but every day we need to raise £12,000 just to keep the hospice running.

Every day we see first-hand how the hospice supports this community and what impact this has. By joining Team Hospice, you'll be part of a dynamic, committed and values-led team which makes an important contribution to its community.

"One thing I've learned during my time at the hospice is just how many people come together to make a difference to the lives of our patients and their loved ones, providing care and comfort when they need it most."

What are we offering?

Salary: £47,810 - £52,410 per annum, depending on experience

Working hours: 37 hours per week. Monday to Friday 8.30am - 4.30pm (Friday finish at 4pm). Flexibility with working pattern will be considered. The role is office based.

The postholder will be required to participate in the out-of-hours 'on-call' rota to address emergency facilities concerns.

The role may require occasional late-night or weekend work when there is a specific business need or, in some instances, to deal with an emergency. Advanced notice will be provided wherever feasible, and time off in lieu will be provided.

We are also proud to offer a wide range of benefits, including:

- A warm and welcoming working environment,
- Hybrid approach to working,
- 35 days annual leave inclusive of bank holidays, increasing with length of service,
- Salary sacrifice pension scheme,
- Free car parking,
- Subsidised lunches,
- Cycle to Work Scheme,
- Shopping, leisure and holiday discounts,
- On demand GP,
- Westfield Health - Health Cash Plan,
- Life Assurance,
- A range of wellbeing initiatives.

Person Specification

Qualifications and Experience

Essential

- NEBOSH or equivalent Health & Safety qualification, or relevant experience with a strong commitment to achieve this qualification' within an agreed timeframe.
- Extensive knowledge of statutory estates compliance including H&S, COSHH, PUWER, Fire Safety, CDM, and RIDDOR
- Proven track record in multi-site estates or facilities management, preferably within healthcare, social care, or the charity sector
- Experience in policy development, compliance oversight, and quality assurance activities across diverse premises
- Demonstrated success in leading, developing, and motivating high-performing teams and managing external contractors
- Experience of managing estates projects from inception through delivery within budget and timescale

Skills and Abilities

Essential

- Excellent interpersonal and stakeholder management skills, including negotiation and influence across organisational levels
- Strong written and oral communication skills, capable of producing clear, concise reports and policies.
- Skilled in embedding and applying risk management within operational planning and decision-making processes
- Experience of budget management, contract administration, and procurement processes

Personal Qualities & Attributes

Essential

- Resilient, adaptable, and constructive in responding to change and operational challenges, while demonstrating strong teamwork.
- Full UK driving licence with willingness and ability to travel between hospice and retail sites.



How to apply

Applicants should submit their CV along with a supporting statement stating how they meet the criteria detailed in the person spec to hr@wlh.org.uk

The deadline for applications is **Tuesday 14 October at 10:00am**. Interviews will be held at Wigan and Leigh Hospice on Friday 24 October 2025.

If you would like to discuss the role further, please contact hr@wlh.org.uk to arrange this.