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FOR CANDIDATES

The Facilities Management Job Search Compendium



A single practical reference for building an FM career, from skills and qualifications to CVs, LinkedIn and specialist recruiters.

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The Facilities Management Job Search Compendium

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01
Introduction

Facilities Management is one of the broadest careers in the built environment. It brings together buildings, people, services and compliance, and it rewards people who stay organised and make sound decisions when things do not go to plan.

This guide gathers what you need to know if you are considering a career in FM or preparing for your next move within it. It covers what the role involves, the working environment and pay, the personal skills and qualifications employers look for, how to write a strong CV, how to present yourself online and where the best FM roles are actually found.

We have specialised in FM, estates and workplace recruitment since 2006. The advice here reflects what employers ask us for when they hire, and what we see separate the candidates who progress from those who stall.

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Great FM careers are built, not stumbled into.



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02

What Does a Facilities Manager Do?

The UK FM market is large and continues to grow as organisations look for more efficient, safer and more sustainable ways to run their buildings. IWFM's 2025 figures value the UK workplace and facilities management sector at £102bn and 1.2 million jobs.

FM is not tied to one kind of organisation. The same core profession operates across very different sectors and building types, including:

- Technology and data centres
- Financial services and insurance
- Transport and logistics
- Manufacturing and engineering
- Healthcare, including NHS facilities
- Education and public services
- Central and local government

How Facilities Managers Are Employed

Some Facilities Managers are employed directly by an organisation, on a permanent or contract basis. Others work for specialist building and facilities management companies that manage properties on behalf of their clients. Both are strong routes, and experience of each can broaden your options later.

What the Role Involves

At its core, the Facilities Manager's job is to keep buildings safe, compliant and efficient. They support the day-to-day running of the workplace by managing the services, suppliers and systems an organisation relies on. Typical responsibilities include:

- Inspecting buildings for safety, cleanliness and compliance
- Managing maintenance, repairs and service contracts
- Overseeing health and safety and legal requirements
- Managing energy use, sustainability and building performance
- Coordinating cleaning, catering, utilities and other workplace services
- Supporting projects, contractors and changes to space or premises

03

Working Hours, Environment and Salary

Working Hours

Most Facilities Managers work a standard full-time week, largely during normal business hours from Monday to Friday. The role does need flexibility, though. It is common to be on call, or available outside core hours, when an urgent building or operational issue arises.

Working Environment

Much of the work is office-based, but a good Facilities Manager also spends real time around the building. That means inspecting facilities, supervising maintenance and project work, and checking that contractors are delivering to the required standard.

Where an organisation has more than one site, expect some travel between locations. In multi-site roles this is a normal part of staying in control of the estate.

Salary

UK FM salaries vary with experience, location and the size and complexity of the facilities you manage. Roles in London and in larger organisations tend to sit towards the upper end of each range. Our current salary bands are:

- **Facilities Coordinator:** £28,000–£38,000
- **Assistant Facilities Manager:** £35,000–£45,000
- **Facilities Manager:** £40,000–£65,000
- **Senior Facilities Manager:** £60,000–£80,000
- **Head of Facilities:** £70,000–£110,000+
- **Facilities Director:** £90,000–£150,000+

Benefits packages commonly include:

- A pension scheme
- Private healthcare
- A performance-related bonus
- A company car or car allowance
- In some organisations, profit-sharing or share-save schemes

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Your CV is the first impression that counts.

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04

Is Facilities Management the Right Career for You?

When something goes wrong in a building, the Facilities Manager is usually the first person people turn to. A light that has stopped working, a leak in a washroom, a lift breakdown, a problem with parking or access: it is the Facilities Manager's job to make sure it is dealt with quickly and properly.

No two days are the same. The role runs from small day-to-day issues to complex operational challenges, and that variety is much of the appeal. It also means you need to juggle priorities and adapt as situations change.

FM suits people who enjoy solving problems, working with others and taking ownership of their environment. Communication and organisation matter as much as technical knowledge, because the job involves coordinating contractors, working with internal teams and responding calmly when issues arise. FM is likely to suit you if:

- ✓ You enjoy practical problem-solving
- ✓ You stay calm when plans change
- ✓ You are organised and can juggle competing priorities
- ✓ You work comfortably with a wide range of people
- ✓ You like being hands-on and trusted to make decisions
- ✓ You are happy to take responsibility for the results

If that sounds like you, FM can be a rewarding career choice, with a genuine part to play in keeping an organisation running smoothly.

> *"When something goes wrong, the Facilities Manager is the person trusted to put it right.*

05

Personal Skills

Successful Facilities Managers share a set of personal qualities that help them work in an organised, effective and professional way. These matter most when dealing with the wide range of people FM involves: contractors, suppliers, internal teams and senior stakeholders.

Discipline and Organisation

A structured, disciplined approach is essential. Facilities Managers must plan ahead, organise their workload and manage several tasks at once, so that the buildings in their care operate safely, efficiently and to the required standard.

Communication

Facilities Managers deal with people at every level of an organisation, and are often the main point of contact for contractors, employees, suppliers and senior management. Clear communication is needed when ordering supplies, delegating tasks, reporting issues and resolving problems across the workplace.

Patience and Calm Under Pressure

Issues often arrive at the same time, from different parts of a building or organisation. The ability to stay patient, prioritise well and present a calm, professional front is central to resolving problems efficiently.

Flexibility

The role can be demanding and unpredictable, particularly in facilities that operate around the clock. You may occasionally need to work outside normal hours or be available to respond to urgent issues, so an adaptable approach is an important part of the job.

> **SHOW IT, DON'T CLAIM IT**
>
> Almost every candidate describes themselves as organised and a good communicator. Prepare one or two specific examples of handling competing priorities or calming a difficult situation, and let the evidence make the point.

If you are organised, approachable, able to multitask and comfortable taking responsibility, a career in FM is well worth considering.

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Calm under pressure is a core FM skill.



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06
Education and Training

There is no single route into Facilities Management. People come into the profession from a wide range of backgrounds, and most combine practical experience, formal education and professional qualifications as their careers progress.

Many Facilities Managers start out in related fields such as building maintenance, engineering, construction, hospitality services or business roles. Experience in these areas builds transferable skills that are highly valued in FM.

Foundation Degrees

Foundation degrees offer a practical route into FM. They suit people who want to build industry-relevant skills without committing straight away to a full degree, and they are often designed to support progression into employment or further study.

Because they combine academic learning with practical application, they can improve your employability. Some degree programmes also include an integrated foundation year, which allows students without traditional entry qualifications to progress into undergraduate study.

Undergraduate and Postgraduate Degrees

Degree-level study gives a deeper academic understanding of FM and related disciplines such as business and management. Undergraduate FM degrees are offered by a limited number of UK institutions. Postgraduate courses are more widely available and are often delivered through distance or blended learning, so you can study alongside work.

Postgraduate qualifications can be particularly valuable if you are aiming for senior, strategic or leadership roles in FM.

07
Professional Qualifications

IWFM Qualifications

The Institute of Workplace and Facilities Management (IWFM) is the UK's professional body for FM. It offers recognised qualifications at several levels, supporting progression at every stage from entry-level roles through to senior management.

Lower-level qualifications give a grounding in FM principles. Higher-level diplomas focus on strategic responsibility, leadership and the management of complex facilities and operations. IWFM qualifications are widely recognised across the industry and are often studied alongside employment.

Health and Safety Qualifications: NEBOSH and IOSH

Health and safety qualifications are highly relevant in FM, because Facilities Managers carry responsibility for safe working environments and legal compliance.

- **NEBOSH** qualifications provide a strong grounding in health and safety management, from introductory certificates to advanced diplomas for experienced professionals.
- **IOSH** qualifications focus on practical health and safety knowledge and leadership, helping Facilities Managers manage risk and maintain compliance.

Both are commonly held by Facilities Managers, and many roles require them or strongly prefer them.

PLAN YOUR NEXT QUALIFICATION

Look at roles one or two steps above your current position and note which qualifications they ask for. Studying alongside work is normal in FM, and it shows an employer you are serious about progressing.

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Qualifications open doors. Evidence keeps them open.

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08
Writing a Great CV

If you are applying for an FM role and are not sure where to begin, begin with your CV. It is often the first impression an employer has of you, so it needs to be clear, honest and easy to read.

1. **Put your contact details first.** Your name, email address and phone number belong at the top of the page. Make sure they stand out and are up to date.
2. **Set out your experience, qualifications and training.** Include courses and certifications, especially in FM, health and safety, maintenance or management. Where you can, add a short example of what you actually did rather than simply listing course titles.
3. **Lead with the skills that matter in FM.** Focus on organisation, communication, problem-solving and working with contractors and teams. If you speak more than one language, include it, as it can be a real advantage in many workplaces.
4. **Use the language of the industry.** There is no need to overdo it, but familiar terms show that you understand the role and the environment you want to work in.
5. **Make your employment history relevant.** Highlight roles that built useful skills, even if they were outside FM. Employers value transferable skills, so briefly explain how each role developed qualities such as teamwork, responsibility or time management.
6. **Add interests and achievements where they help.** A short section can show who you are and how you work. Volunteering, organising events or leading activities all demonstrate initiative and organisation.

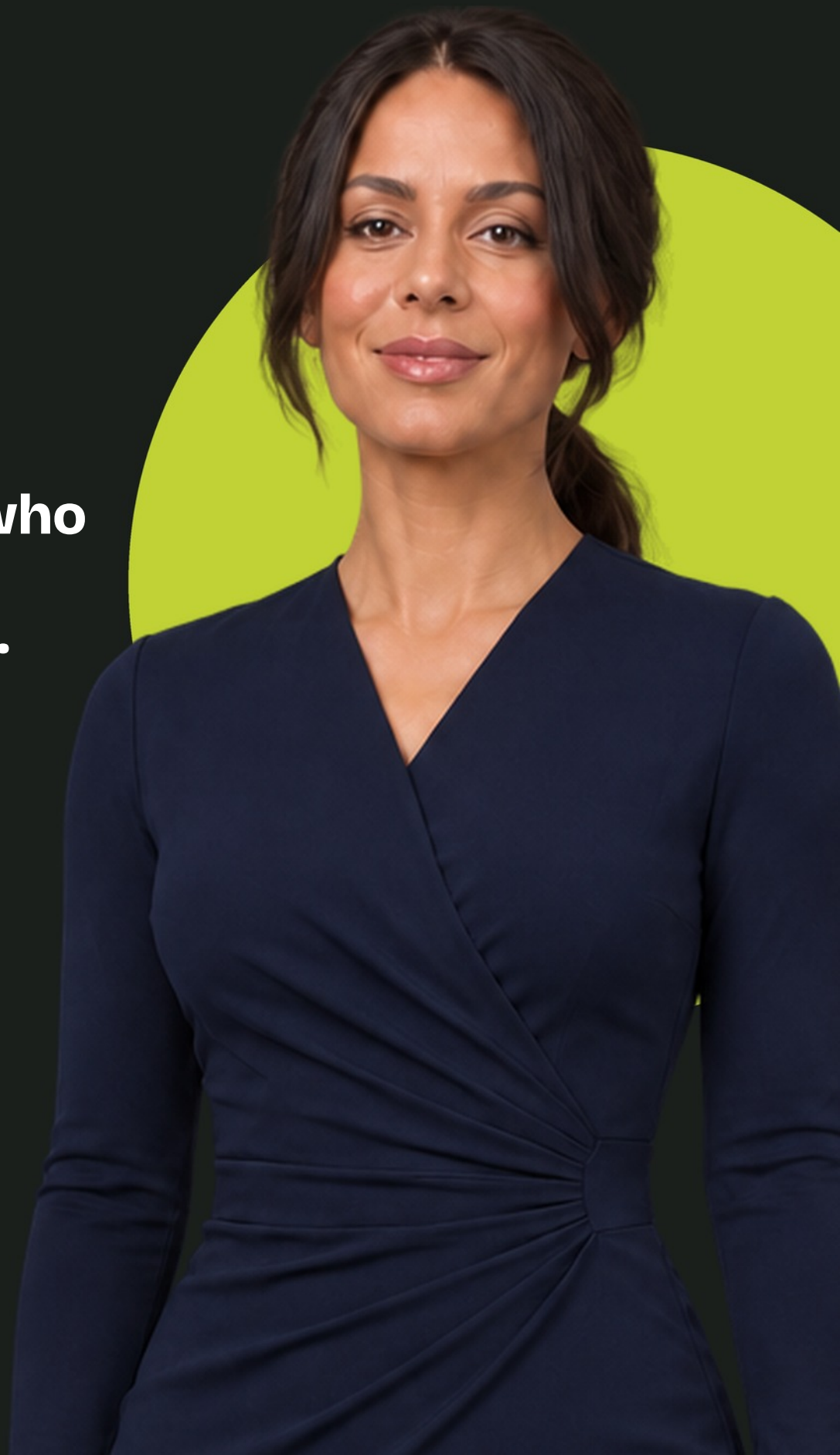
Above all, keep your CV simple, positive and honest. Before you send it, check that it is:

- ✓ Well laid out and easy to follow
- ✓ Free from spelling and grammatical errors
- ✓ Showing contact details that are correct and current
- ✓ Consistent with your LinkedIn profile
- ✓ Positive, honest and specific about what you did

> **What if most of my experience is outside FM?**
>
> That is common, and it is not a barrier. Describe what you did in terms an FM employer will recognise, such as managing contractors, keeping a site safe or coordinating services, and explain the transferable skills each role gave you.

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Every building needs someone who takes ownership.



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09

Your Online Presence and LinkedIn

Your Online Presence Matters

Before you apply for a role or speak to a recruiter, it is likely that your name will be searched online. Employers often look at candidates' online profiles to understand their background, experience and professionalism.

Focus on LinkedIn

For FM professionals, LinkedIn is the most important platform. It works as both an online CV and a professional networking tool, and a well-presented profile supports your applications and strengthens your professional credibility.

Keep your profile up to date and consistent with your CV. Use clear, professional language to describe your responsibilities, experience and achievements, particularly in FM, operations, health and safety, compliance or leadership.

Be Professional Across Platforms

Employers may also look at your other public social media profiles, so be mindful of how you present yourself online. Make sure your content is appropriate and professional, because online activity can shape how a potential employer sees you.

KEEP IT CURRENT

Update your LinkedIn profile when you complete a qualification, take on a new site or finish a significant project, not only when you start looking. A current profile is far easier for the right recruiter to find.

10

Using Social Media to Build Visibility and Credibility

Build Your Network

Social media is a useful way to raise your profile within the FM sector. Connecting with industry professionals, following relevant organisations and engaging with sector content all help you widen your network and stay informed about opportunities and developments.

Communicate with Purpose

On platforms such as LinkedIn, communicate in a professional and positive way. Share relevant content, comment thoughtfully and keep a respectful tone. Each of these strengthens your professional reputation over time.

Used well, social media supports your career development, increases your visibility to employers and recruiters, and helps you present yourself as a credible FM professional.

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Stay visible before you need to be.

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11

Where to Find the Best FM Jobs

FM roles are not always widely advertised, and they are often not found through Jobcentres or general job boards. Some vacancies do appear online, but many employers choose to work directly with specialist FM recruitment agencies when they hire.

Employers do this because they want to work with recruiters who understand the sector. Rather than advertising widely and sifting large volumes of unsuitable applications, they rely on specialists to identify candidates with the right skills, experience and background.

Specialist FM recruiters, such as Maxwell Stephens, work closely with employers to understand their requirements in detail. Candidates are screened, interviewed and assessed before being put forward, which saves the employer time and means only suitable professionals are considered.

Why Specialist Recruiters Help Candidates

Focusing your job search on specialist agencies gives you several advantages:

- Recruiters have in-depth knowledge of the FM sector
- They understand what employers look for in specific FM roles
- They often have established relationships with hiring managers
- Your CV is reviewed by someone who understands FM experience
- You are more likely to be put forward for roles that genuinely suit your background
- Specialist agencies often have access to vacancies that are not advertised publicly

Working with a specialist makes you more likely to be considered for roles that match your experience and career goals, rather than competing with large numbers of unsuitable applicants through general adverts. Because specialist recruiters focus on FM, your CV is read by someone who understands your background and can present you to employers in the right way.

For an FM professional, a specialist recruiter can be just as valuable as it is to the employer. It gives you access to relevant opportunities, informed guidance and a clearer route forward in your career.

> *"Search where the right roles are, not where the most adverts are.*

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Search smarter, not wider.



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12

Taking the Next Step

A successful FM job search comes down to a few things done well: understanding the role, being honest about whether it suits you, building the right skills and qualifications, and presenting yourself clearly on paper and online.

Then look in the right places. If you would like to talk about your next move, our team can help. Call us on 0207 118 4848, email info@maxwellstephens.com or visit maxwellstephens.com.

THE EVIDENCE

What the Data Says

What UK data shows about the FM job market and how candidates are found.

£102bn

The UK workplace and facilities management sector is worth £102bn and 1.2 million jobs to the UK economy, according to IWFM.

Source: IWFM, Market Outlook 2025

51%

51% of organisations surveyed by SFG20 in 2026 reported a shortage of FM staff.

Source: SFG20 State of FM survey, reported by TWinFM, 2026

55%

British job-seekers do not hear back from 55% of the jobs they apply for, according to Indeed research.

Source: Indeed research, reported by HRreview, 2024

30%

30% of UK organisations that recruited rated recruitment/search consultants among their most effective attraction methods.

Source: CIPD, Resourcing and talent planning report 2024

50,000+

Maxwell Stephens has an active senior FM network of more than 50,000 professionals across the UK and Europe.

Source: Maxwell Stephens, 2026

Sources were checked in September 2026. Select a source to open the original research. Maxwell Stephens figures are drawn from our own published vacancies and placement records.

CASE STUDY

See It in Practice

How We Placed a Facilities Manager at Millwall Football Club

Millwall Football Club engaged Maxwell Stephens to find a Facilities Manager to take ownership of front-of-house operations, estate compliance and matchday readiness across its three sites. The role called for a NEBOSH or IOSH qualification, experience of sports venues or large public events, and the ability to lead multi-disciplinary teams and contractors under pressure. We drew on our specialist network, screened candidates on technical qualifications, leadership under pressure and cultural fit, and used scenario-based interviews to test judgement. The Club appointed a Facilities Manager with a strong sports venue background, the right health and safety credentials and the credibility to lead teams across all three sites from day one.

It shows how the qualifications, personal skills and specialist recruitment route covered in this guide come together in a real FM appointment.

Read the full case study · **Browse all case studies**

FROM THE BLOG

Related Reading

- Building a LinkedIn Profile That Gets You Noticed
- Facilities Management Qualifications: What Employers Really Look For
- The Career Path to Becoming a Facilities Manager

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- **Facilities Management Career Guide**
- **Facilities Management Salary Guide UK 2026**

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