

BUILDING AND FACILITIES MANAGER – JOB PACK

For access queries, including any alternative formats, or if you have any difficulty completing the online form, please call 020 7247 5102 or email access@artsadmin.co.uk.

Welcome to this Job Pack for the position of Building and Facilities Manager.

Artsadmin is looking for a Building and Facilities Manager to ensure the efficient and sustainable operation of our vibrant and creative building, Toynbee Studios, which includes rehearsal studios, managed offices and a café.

The successful candidate will be a motivated and methodical individual who can demonstrate the skills and experience necessary to run a building in a safe and well-maintained way alongside a commitment to providing a warm and welcoming environment for visitors, staff, tenants and hirers. They will have good communication and organisational skills, be task-focused and proactive in their approach.

This is a new, full-time post with scope to really make a difference to a well-regarded arts charity. Artsadmin is a company of creative people working with artists to develop and make performance projects for local, national and international audiences in a variety of places and contexts. This is an exciting time to join us as we embark on the next chapter of our work, updating our programme, refreshing our brand and reviewing our connections to our local area of Aldgate East.

To apply, please:

- Read this job pack, available at www.artsadmin.co.uk/about/jobs
- Go to apply.artsadmin.co.uk to complete the online application form
- Complete an anonymous Equal Opportunities form:
<https://forms.gle/wxKUoQJJ39fpPAkJA>

The deadline for applications is 12pm on 25 January 2022.
First interviews will take place in w/c 9 February 2022.

Thank you for your interest in Artsadmin.

Kind regards  and 
Deborah Chadbourn, Executive Director Róisín Goan, Artistic Director

Building and Facilities Manager

ABOUT ARTSADMIN

Artsadmin is a producing organisation, working with artists to enable them to create bold, interdisciplinary work that connects with local, national and international audiences.

We deliver a wide-ranging artist support programme that includes free creative support sessions and training as well as artist-led development opportunities for hundreds of artists per year. Our support benefits young people getting involved in performance for the first time through to artists with established careers.

We also run Toynbee Studios in London's east end, a vibrant centre for the creation, development and presentation of new work and the nurturing of extraordinary talent.

Everything we do is underpinned by our core values. We aim to be:

- Sustainable. Raising awareness of environmental issues through the arts and seeking greener ways of working
- Collaborative. Developing long-term relationships with diverse audiences, artists and partners
- Bold. Encouraging artists to take risks, supporting radical approaches and promoting experimentation

We collaborate with festivals, artists and other organisations to programme work that reflects our core values, including Season for Change and Unlimited.

Working with disabled and non-disabled artists at all stages of their careers, across gender and sexual orientation, race and ethnicity, global and local, Artsadmin strives to put equity and inclusion at the core of its activities – as artist producers, curators and collaborators.

Our anti-racist work on recruitment and retention:

We are a team comprising around 24 people where everyone's contribution is valued. This job description was written with the collaboration of our anti-racist recruitment and retention committee and with the advice and support of some external colleagues, including artists. We acknowledge both that Artsadmin is currently a majority white organisation and our need to become an organisation that reflects the diversity of the country around us. This can only be addressed through deep, ongoing, active anti-racist training and policy-making, which is ongoing.

For recruitment, we are committed to ensuring that there is:

- At least one person of colour on the interview panel
- A chance to meet some of the team at interview stage to give insight into the organisational culture, as well as a chance to ask questions outside the interview.

Once in the role, any successful candidate who is a person of colour will have access to an external coach or mentor to provide support in a majority white workplace. This support will be paid for by Artsadmin.

Access support

Access support is available for all applications, including alternative formats and tailored support. If, for access requirements, you'd prefer to meet one of our team or talk through these guidelines, please contact access@artsadmin.co.uk or call 020 7247 5102.

Equal opportunities

Artsadmin is an equal opportunities employer, and positively encourages applications from groups currently underrepresented irrespective of gender identity, sexual orientation, marital status, race, religion, nationality, ethnic origin, disability or age. This applies whether in relation to terms of employment, conditions of service or opportunities for training. Individuals are selected and treated on the basis of their relevant merits and abilities and no one is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

Find out more [about Artsadmin](#) and [our policies \(including Anti-Racism, Accessibility, Transitioning at Work and Sustainability\)](#)

Building and Facilities Manager

ABOUT THE POSITION

Salary: £30,000 - £35,000, per annum, depending on experience

Type of contract: Permanent, full-time

Hours of work: 40 hours per week including a paid lunch hour.
Usually working 8 hours between 8am-6pm Monday to Friday.
Flexible working available.

Location: Based at Toynbee Studios, London E1 6AB and some home working can be discussed

Holidays: 20 days plus 8 statutory holidays and additional winter break

Staff benefits:

- Pension scheme with Royal London
- Subsidised Bike Purchase
- Travel Card / Season Ticket Loan
- HSF Health Plan
- Life Assurance at four times annual salary
- Group Income Replacement Scheme
- Childcare Salary Sacrifice Scheme

Probation period: 3 months

Notice period: 3 months after probation period

Key Relationship: Responsible to Head of Operations

Internal Communications:

The Building and Facilities Manager works as part of the Operations team which includes the Head of Operations, Studios & Sustainability Officer, IT & Facilities Support Officer and Receptionist and Administrator, with IT and building maintenance contractors providing further services on an annual basis.

External Communications:

Contractors, suppliers, building users and hirers, building tenants

Purpose of the role:

The Building and Facilities Manager is responsible for supporting the building management and maintenance at Toynbee Studios in accordance with Artsadmin's core values and mission. They will work with the Head of Operations and the wider Artsadmin team to ensure that the building is safe and welcoming, that repairs and redecoration are kept up to date, liaising with external contractors to fulfil our statutory Health and Safety obligations. This is a key role in an important team where the emphasis is on team work and collaboration.

Working hours:

Toynbee Studios is generally open 10am-6pm Monday to Friday. Due to the nature of this role, you may be required to work outside of these hours in line with the company's needs, generally 8 hours a day between 8am-6pm. Flexible start and finish times possible.

Building/Facility Management

- To manage the maintenance, upkeep and safe operation of Toynbee Studios.
- Proactively manage all Health and Safety (H&S) obligations and fire regulations, including record-keeping.
- Undertake inspections, testing and record keeping for H&S equipment and service, including fire alarm, emergency lighting and water temperature
- Support the development and implementation of the preventative planned maintenance schedule.
- Ensure that facilities and equipment are maintained and arrange for repairs, refurbishments or replacements as required.
- Take a lead in co-ordinating responses to reactive maintenance.
- Work with the Head of Operations in cost and budget management.
- Liaise with Head of Operations on any purchases and installation of equipment or fabric works.
- Maintain records including H&S documentation and standard operating procedures.
- Liaise and on-site management of maintenance contractors in planning and implementing scheduled works and emergency call outs. This will include reviewing and monitoring risk assessments and method statements.

- Ensure the smooth and safe delivery of Artsadmin's public programme and activities and liaise with the public programme producer and other producers as required.
- Communicate with our landlord and tenants to maintain good relations.
- Ensure compliance with theatre safety policies, licensing requirements, occupancy loads, and Occupational Health and Safety Act.
- Implement any additional Covid-19 safety measures as required.

Building/Facility Maintenance

- Liaise with Studios and Sustainability Officer and users of the building on scheduling of any building works and potential disruption, with as much notice as possible.
- Manage a programme of general maintenance of the building as required.
- Conduct and document regular facilities/building inspections to ensure upkeep.
- Organise Portable Appliance Testing of Artsadmin's electrical equipment.
- Monitor energy efficiency and onsite renewable power generation.

Studio Hires

- Help manage technical resources and equipment of Toynbee Studios.
- Ensure studios are set up as required.
- Help with orientation of hirers and support security around visitor access as required.

General

- To be a key-holder for the building, an Emergency Alarm response contact, and an out-of-hours contact for staff and visitors.
- To support opening and closing of the building on a rota.
- Lead on building inductions for new staff and tenants as required.
- To lead fire evacuation.
- Attend Operations meetings and ensure all key facilities/operational issues are addressed in a timely and appropriate way and reported to Head of Operations.
- Observe all Artsadmin policies.
- Minimise environmental impact wherever possible adhering to and supporting the [Environmental Policy and Action Plan](#).

PERSON SPECIFICATION

Essential:

- Personable
- A service-driven and can do/yes let's attitude
- Good communication, in writing and in person
- Team player
- Commitment to the aims and objectives of Artsadmin
- Competent record keeping
- Thorough and efficient
- Experience of managing health and safety issues in the workplace, including management of contractors, fire safety, security systems etc.

- Working knowledge of practical, legal, technical and administrative aspects of managing a public building / practical and hands-on, with the ability to manage and fulfil maintenance issues in-house where appropriate
- Ability to prioritise and plan workload efficiently
- Ability to manage simultaneous projects and to coordinate a safe and efficient operating environment
- Practical maintenance skills to tackle smaller, everyday building management issues
- Familiarity with key technology, including Building Management Systems, air handling units, environmental requirements and audio-visual systems

Desirable:

- Interest in supporting artists
- First Aid at Work*
- Fire warden certified*
- Familiar with CRM databases*
- Knowledge of up-to-date sustainability and eco practices in relation to building management and maintenance
- Experience in technical theatre work
- Keyholding and security
- IOSH or ROSPA accreditation*
- Experience of working in the arts and creative sector

*Training can be provided