



Facilities Manager
Job Information Pack
July 2022

(Strictly no agencies)

Introduction / How to Apply

Thank you for your interest in the role of *Facilities Manager* at Arts at the Mill CIC.

Arts at the Mill CIC includes The Old Courts, based in the former County Court offices on Crawford Street, Wigan, the Royal Court Theatre in Wigan, Wigan Pier, and Square Chapel in Halifax. It is a busy organisation with 60+ members of staff.

Although you would be required to work across all our venues, you would be based at The Old Courts. The Old Courts is a multi-arts centre with various performance spaces spread across an entire street, delivering a diverse packed programme of events. Our spaces are open 7 days a week throughout the year and welcome in tens of thousands of people to enjoy music, theatre, dance, comedy, spoken word, visual art and much more. We also have a vibrant mix of individual / shared offices and a selection of accessible meeting spaces.

Please read the following information carefully and, if you are like-minded in wanting to join a dynamic and growing organisation, committed to delivering quality services to our customers, if you're great at your job and have a 'can-do' attitude, we want to hear from you:

Please submit your CV via email to jobapp@theoldcourts.com. We will interview and recruit on an on-going basis as we receive applications from suitable applicants.

As an organisation we are actively seeking diversity in our workforce. We would love to receive applications from people who identify as working class, LGBTQIA+, deaf or disabled, care-experienced, young carers, young people of South, East and South East Asian heritage, African or Caribbean heritage, Gypsy, Roma, or Irish Traveller heritage or Latinx heritage.

You are just one step away from starting your journey with us...

We look forward to receiving your application.

The People Team
Arts at the Mill CIC

The Role: Facilities Manager

Responsible to: Project Director, Construction

Responsible for: No current line management responsibilities

Main Role and Responsibilities:

We are looking for an experienced Facilities Manager to join our Internal Repairs Team. The main purpose of this role is to carry out a variety of high quality, customer-focused, responsive maintenance tasks within the organisation's properties; someone who can do the job right and do it right first time, within a pre-determined timescale.

Responsibilities & Duties:

Your day-to-day duties will include responding to general maintenance requests; surveying jobs and finding and repairing faults across a range of works such as:

- Carpentry
- Electrical
- Plumbing
- Plastering
- Bricklaying
- Tiling
- Painting and decorating
- Limited roofing works.

You will also be required to:

- Assist maintenance trades as allocated by the Facilities Manager,
- Monitor waste and cleanliness of the maintenance workshop, cleaning once a week,
- Carry out manual handling tasks,
- Carry out PPM work sheets,
- Assist in weekly fire alarm testing,
- Assist in monthly, quarterly, and annual emergency light testing,
- Assist in fire door checks,
- Assist Operations team on occasions,
- Assist in construction of access equipment,
- Collect materials from suppliers as required from time to time.

You may also be asked to carry out additional responsibilities as required by your Line Manager or by the leadership team of Arts at the Mill CIC.

What we're looking for:

- Relevant qualification - City and Guilds Craft Certificate or NVQ equivalent in one of the trades,
 - Experience in carpentry, electrical, plumbing, painting, and high-level works,
 - Experience of using handheld devices,
 - Experience of working in occupied and unoccupied environments,
 - Ability to work outside and inside, from ladders on roofs and in confined spaces as necessary,
 - You will ideally be Asbestos Awareness trained.
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- HSE management in accordance with our Quality Management System and all legal and statutory requirements,
 - An understanding of health and safety legislation,
 - Ability to produce and understand risk assessments,
 - Ability to write and follow risk and method statements as required daily,
 - Ability to record work accurately on work sheets and computer-based systems,
 - Ability to provide a schedule of works for identified additional/remedial works.
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- Understanding of and commitment to equality of opportunity,
 - Ability to relate to people from diverse backgrounds / communities,
 - Good communication skills and the ability to work within a team,
 - Experience of working within a customer focused environment,
 - Ability to provide excellent customer service to building occupants, ensuring they are made aware of work order progress in a timely manner.
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- A proactive approach to building management,
 - Confident, enthusiastic, and pro-active,
 - Willingness to undertake further training,
 - Desire to achieve success, for yourself, the business, and the customer,
 - Flexible approach to work and working hours,
 - Ability to travel between sites as needed.
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- Presented in a clean and tidy manner to represent the company, in the most professional manner possible, utilising the uniform and PPE issued.

Due to the nature of this role, there is the opportunity to join the on-call rota.

What we offer:

- Competitive salary
- 33 days' annual leave including Bank Holidays
- Excellent training and development opportunities
- Pension Scheme

Terms & Conditions

Salary: £27,500 - £30,000 gross per annum.

Hours: 40 hours per week, excluding a daily half-hour lunch break.

This role is x5 days per week, Monday-Friday.
We offer flexible working patterns where possible.
Occasional evening and weekend work may be required.

Overtime: No overtime payments. For additional hours worked, you will be given time off in lieu. The date when the time off in lieu is taken is to be mutually agreed with your Line Manager and must be taken within the same pay period.

Annual Leave: 33 days including bank holidays.

Probation period: 6 months, with a 3-month review.

Notice period: 1 month, following successful completion of probation.

Contract Period: Permanent.

Workplace Pension Scheme: Arts at the Mill CIC pension scheme is provided by True Potential.

Staff Benefits Company pension.

Confidential Support Service provided by Peninsular.

Cycle to Work Scheme.

Complimentary tickets for performances at The Old Courts (subject to availability and staff ticket policy).

Discounted drinks and meals in our café and bars (subject to discount policy).