

TRINITY:

Recruitment Application Pack

Facilities Coordinator - June 2022



Application Pack for the role of Facilities Coordinator

Thank you for inquiring about the above opportunity.

The closing date for receipt of applications is **9am on Monday 1st Aug 2022** and interviews will be held week commencing 8th Aug 2022.

Enclosed within this application pack you will find:

- Information about Trinity Community Arts
- Job description
- Person specification
- Trinity Recruitment Policy

How to Apply

To apply please download and complete an [application form](#) and email to info@trinitybristol.org.uk with 'Facilities Coordinator' in the subject. Please also complete an anonymous online [Equal Opportunities Monitoring Form](#). Please note we do not accept CV applications.

Commitment to Equal Opportunities

Trinity is an Equal Opportunities employer and actively encourage applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describe exactly how you meet the requirements as this is the basis on which candidates will be shortlisted for interview.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process as required to reduce any potential barriers faced by applicants and to give them equal access to employment opportunities.

If you need this application pack in a different format or would like to submit your application to us in a different way, e.g., by video or sound file or if you require any reasonable adjustments to the interview and selection process, please contact us via email at info@trinitybristol.org.uk or via telephone on 0117 935 1200.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the role. vacancy.

About Trinity

Our mission is to empower communities through arts and make sure everyone has the opportunity to access and shape arts and culture in Bristol.

We provide a progressive a programme of arts and cultural events, social activities and projects, giving people space to come together, create, connect, learn, share and celebrate.

Based in the Trinity Centre, this much-loved historic landmark is a cultural hub for East Bristol and one of the city's few remaining independent live-music venues, used by over 60,000 people each year.



Trinity's message is, "YOU can create"

People living locally to Trinity lead rich cultural lives. There is a breadth of taste and appetite for a variety of opportunities and ways to be creative. So, we keep our definition of arts and culture broad and our framework flexible, to be able to respond to that diversity.

The Centre's colourful history has embedded it firmly in the hearts and minds of generations of Bristolians. Our shared heritage is a powerful source of social capital, enabling people from different backgrounds to build commonality and a sense of shared identity and pride.

People are attracted to Trinity by the breadth of our offer and freedom to realise their own ideas. Our asset-based community development model sees us blending high quality arts provision with bottom-up community engagement, working with local residents and key underserved groups to express themselves creatively.

Working with over 200 cross-sector partners annually, we provide a programme of contemporary, participatory, socially engaged arts, engaging 60,000+ people across over 1,000 events and cultural experiences. Our position, track record and approach mean's we are uniquely placed to empower communities through arts; improving individual well-being, building communities and enhancing society in pursuit of our vision: creative expression for all.

Our Vision & Mission

Trinity's vision is for everyone to have the opportunity to access and shape arts and culture because we believe art improves individual well-being, empowers communities and enhances society.

Our mission is to empower communities through arts. We do this through providing a diverse programme of arts, heritage and cultural projects, activities and events.

Projects are supported by a range of national and local funders, individual donations and income we generate ourselves.

Job Description for the role of Facilities Coordinator

Contract type -	Permanent
Hours per week -	Full Time - 37.5 hours per week
Annual Salary -	£23,000 to £26,000, depending on experience
Location -	Trinity Community Arts Centre; Bristol
Reporting to -	Venue Director
Direct reports -	The post holder will line manage 2 employees

About the Role

Trinity Community Arts (TCA) is a charity that connects communities and contributes to urban regeneration, through a progressive programme of live music and creative activities.

The Trinity Centre is a much-loved historic Bristol landmark and Grade II* Listed building. We are seeking a Facilities Coordinator to join the Facilities team to ensure regular maintenance checks are carried out, including delegation to the team and external subcontractors and general caretaker work relating to the Trinity Centre, undertaking duties in line with planned projects and responsive work requirements.

We run a wide range of activities from dance classes, weddings, parties, public forums, music events and more. The role will require someone who is willing to work flexibly and independently, with minimal supervision, to ensure our policies are adhered to.

The ideal candidate will be able to work with a diverse range of people, be able adapt to an ever changing environment and have a passion for working in a community setting.

Key responsibilities

Line Management

- to manage a facilities team on an operational and project basis
- undertake regular one-to-one meetings and monitor and manage performance of the team in line with day-to-day and project activities
- manage sickness absence across the team effectively to ensure that there is no adverse effect to operations
- provide leadership, support and guidance on legislation and best practice in relation to the site

Electrical

- monitoring and routine testing of installations including: CCTV, intruder alarm, fire alarm, emergency lighting, heating system, building plant (boiler, water system, air handling), electrical lighting and rigging
- carry out periodic inspection and testing and support with any routine test certification processes, carrying out any recommendations as required
- ensure compliance with the IEE Wiring Regulations at all times
- ensure appropriate materials used and to keep up to date with any changes to regulations and technical matters
- undertake testing of portable and fixed electrical equipment (PAT Testing)
- liaise with other staff and contractors and provide information and advice as necessary to ensure third parties (i.e. external hirers/promoters bringing in technical equipment) comply with the electrical safety requirements

Job Description for the role of Facilities Coordinator - continued

Maintenance

- provision of an effective and responsive caretaking and maintenance service for TCA.
- carry out associated multi trade duties such as basic plumbing repairs and maintenance.
- update and maintain a preventative maintenance plan of routine inspection of the building fabric (also tasks after extreme weather), including:
 - rainwater goods for cracks/leaks and basic repairs
 - ground drainage and that all gullies/gratings are free from silt/debris
 - ensure ventilation grilles are free from obstruction
 - windows, glass, lead and guards
 - trees (conservation) for any damage/illness
 - external walls for signs of damage/change (i.e. damage from vegetation on wall faces)
 - monitor roof-spaces, windows, turrets (i.e. for signs of birds nesting and/or buddleia)
 - any visible timbers and exposed woodwork, checking for signs of infestation

Caretaking

- visual checks of building and grounds, reporting any concerns to the Venue Director.
- locking/securing and unlocking of buildings and setting/deactivation of alarms and liaison with other key-holders i.e. Duty Managers.
- monitoring cost of spare parts and components in order to achieve best value.
- supporting the wider Operations and Events teams with Risk Assessments, Method Statements, COSHH etc, reporting of any health and safety issues on the system.
- maintaining a safe and clean working environment and any other health and safety duties relating to the post.

Site and project management

- to create and manage a strategic forward plan of planned one-off projects to enhance and develop the site according to the strategic needs of the heritage site
- to create and manage the delivery of an annual / bi-annual plan of key activities which are required on an on-going basis to ensure the safe and effective running of the site
- to ensure efficiencies across the site in order to provide the most effective site management
- to manage and report regularly on costs in line with budgets and against plan

General duties

- ensure accurate and timely completion of all admin/record-keeping connected to your post.
- uphold the Health and Safety policy, Fire Risk Assessment and Evacuation Procedure.
- ensure relevant TCA policies are adhered to, including creating risk assessment for new tasks, Code of Conduct, Safeguarding and Equal Opportunities
- attend Team meetings when required
- attend any training relevant to the role and Trinity's development
- work flexibly within the team and undertake other duties and responsibilities as may be required in relation to your post.

The post holder will be expected to undertake first aid, health and safety and fire marshal training.

The post holder will be expected to work flexible hours where required, including early mornings and weekend shifts.

Person Specification for the role of Facilities Coordinator

Essential Criteria

We would love to hear from you if you have;

- proven experience of delivering high quality work in a similar role
- experience of project management within facilities
- strong strategic skills, especially in relation to property management, building project management, space requirements and maintenance
- a good understanding of relevant legislation and Health & Safety relating to facilities, including mechanical/electrical maintenance, working at heights, COSHH, manual handling and other safe working practices
- experience of line management

Desirable Criteria

- the ability to manage simultaneous projects and deliver the core role effectively around the challenges of a public space
- good technical knowledge including fire and intruder alarms, heating and lighting controls and Operations Manuals (OM)
- a track record of having improved services and output through effective management
- experience of working with listed buildings
- driving licence
- experience of working within a community setting
- any relevant qualifications/training in the following:
 - Working at Height
 - Plumbing, Carpentry and/or Joinery
 - Qualified electrician to at least City and Guilds to NVQ Level 2 or equivalent
 - First Aid
 - Health and Safety
 - COSHH
 - Fire Marshall
 - Manual Handling

Trinity Recruitment Policy

Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class, A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

Flexible working

This post is being advertised as full time, 37.5 hours. However, Trinity has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy.

This includes remote working, varying days/times, part-time hours and/or job-share for the right candidate/s.

Safeguarding

An enhanced check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we are able to remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the Application Form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

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