

JOB DESCRIPTION

Facilities Manager

Vacancy Type: Permanent

Full- or Part-Time: Part-Time, three days per week (21 hours per week)
(7 hours a day)

Salary: £12,951.12 per year

Reporting to: Head of Operations

Responsible for: Budgets specific to areas of responsibility.
Management of the Housekeeper/Cleaner and of the external services for the building and infrastructures' compliance.

Establish and maintain systems for the functioning, maintenance, conservation, cleanness and development of MOSTYN's building, both preventative and reactive. These systems should be widely communicated to internal functions so that emergencies can be dealt with in the absence of the post holder.

Ensure effective and timely technical and logistic services with contractual partners as well as building on and maintaining a network of external clients for such services, contributing to MOSTYN's entrepreneurial approach towards sustainability.

Start date: 1 February 2022

Purpose:

The postholder has principal responsibility for ensuring the effective running, presentation and management of MOSTYN's infrastructures. This is enacted through the sound planning, liaison and administration of facilities by working with the Head of Operations, Retail Manager, Café Manager and Exhibition Manager, contributing to MOSTYN's entrepreneurial approach towards sustainability. The post will also ensure compliance with all legal responsibilities in terms of building and facilities administration.

Main duties:

Manage the Health and Safety of MOSTYN operations. Conducted an annual H&S Risk Assessment of all aspects of operations, highlighting any areas of non-compliance or major risk to the Head of Operations.

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Establish a Disaster Recovery Plan to ensure MOSTYN can continue to operate in exceptional circumstances. Review and evaluate bi-annually or in a change of operating circumstances.

Establish and maintain systems for the security of the building and content, working with external agencies that may need to evaluate MOSTYN arrangements (i.e., fire, security and monitoring services).

Ensure IT systems and supporting services fit the needs of the organisation and are cost effective.

Monitor and measure the environmental conditions of the building and maintain records to provide information to artwork lenders, in conjunction with the Exhibition Manager.

In conjunction with the Head of Operations, Exhibitions Manager and Curator of Visual Art, conduct specific risk assessments for events held on-site and off-site managed by MOSTYN.

Be the main point of contact for emergency out of hours building and security related issues. Manage these situations to satisfactory conclusion.

Establish and maintain systems to manage fire risk, including risk assessment, staff training, providing suitable equipment, maintenance contracts and system testing. Ensure a Fire Evacuation Policy and Procedure is in place and effectively communicated and run evacuation tests at appropriate intervals, rectifying any issues that may arise from testing.

Develop and manage the Facilities budgets relating to building and technical services in collaboration with the Head of Operations and Exhibitions Manager, and manage to those budgets by planning, implementing decisions and monitoring cost, funding and income, highlighting issues at the earliest opportunity.

Manage the facilities and equipment needs of our Café partner, ensuring the Café provides maximum financial return on investment and delivers quality of offer and service, befitting the MOSTYN brand.

Manage the facilities and equipment needs of our retail area, ensuring the Shop provides maximum financial return on investment and delivers quality of offer and service, befitting the MOSTYN brand.

In common with all post holders, the Facilities Manager is expected:

- To ensure adherence to all MOSTYN systems, policies and procedures

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- To ensure the security of the gallery and other spaces on MOSTYN
- To act as an advocate of MOSTYN and promote its vision and activities
- To actively contribute to and support all fundraising for the organisation and be aware of MOSTYN's case for need
- To collaborate with all other departments
- To ensure MOSTYN systems, policies and processes are adhered to in the execution of the duties.

This is not an exhaustive list of duties. It may be necessary to undertake other reasonable duties for the successful execution of this role and to meet the aims of the organization.

Outline person specification

Knowledge:

- Experience of Project Management and evidence of ongoing continuous professional development particularly in relation to the cultural environments.
- Health and Safety Law and the requirements it places on gallery operations.
- Building regulations.
- The key elements that constitute technical services in a creative setting (including artwork handling, electrical, AV, air handling/conditioning, lighting, digital, good housekeeping and sanitary requirements) and able to access specialist knowledge/skills to ensure the smooth execution of such services.
- Passion for bringing contemporary issues through the arts to life and engaging as wide an audience as possible to the benefits, challenges and opportunities of contemporary art.

Skills:

- Able to organise oneself and others in the achievement of common goals.
- Able to define requirements, plan and execute tasks to agreed expectations.
- Able to work in successful partnership and build effective working relationships with internal functions and external contractors.
- Able to use a wide range of tools and equipment for handling works and the execution of technical services.
- Able to work collaboratively with internal and external resources, anticipate and identify problems/issues/risks and managing them through to successful conclusion.

Experience:

- Specifying work for contractors and consultants and the successful management thereof.
- Working in a cultural environment and mastering the expectations and factors that contribute to the achievement of its vision, aims and aspirations, while providing technical services in a creative setting.
- Establishing preventative maintenance systems.
- Conducting H&S risk assessments along with mitigation strategies and contingency plans.

Hours of work:

This is a part time role working a minimum 21 hours per week, however the distribution of these hours should fit in with the artistic programme and visitor service schedule and as such there may be a need to work more or less hours in one week which can be balanced out in other weeks. There will be an occasional requirement to work unsocial hours in the execution of this role.

Application deadline and interviews:

The closing date for applications is **noon Wednesday 12 January 2022**. Interviews are expected to take place week/c 17 January 2022.

Equality:

MOSTYN encourages applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experiences and abilities. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under- represented in the cultural sector. We are committed to equality and diversity within our workforce and all opportunities provided by MOSTYN.

We ask everyone who works with us to champion this ambition and embed it in their day to day work and monitor it our annual Equality Action Plan. Whilst some of our offices have barriers to access, we continue to encourage interest from applicants who require reasonable adjustments within the workplace.

How to apply :

1. Read the Job Description and Outline person specification.
2. Submit a CV and Covering Letter. Ensure you tell us how you meet the knowledge, skills and experience in the person specification.
3. Supply the names, email address, full postal address and telephone numbers of two people who can give you a reference. At least one of these should be your current or most recent employer.
4. If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact MOSTYN on 01492 879201 and they will direct your call to Alfredo Cramerotti, Director. Alternatively, email: alfredoc@mostyn.org
5. Email your application to Karolina Bayley Hughes, Programme and Project Administrator: Karolina@mostyn.org.
6. Any application received after the deadline may not be included in the recruitment process.

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7. If this process is not an appropriate method for you because of an impairment or disability, please contact us to make alternative arrangements.

We will acknowledge receipt of all applications.