



Job Title:	FACILITIES & MAINTENANCE MANAGER
Responsible to:	Head of Conservation and Building Project
Responsible for:	Facilities and Maintenance Assistant/apprentice (To be recruited) and Cleaning Team
Purpose of Job:	Responsible for health & safety, facilities, security and preventative maintenance of Union Chapel buildings.
Terms:	Permanent role
Hours:	3 days/22.5 hours per week. Part time position with flexible working hours depending on needs. Core office hours are 9am-5.30pm, Monday to Friday. Occasional early morning, evening and week-end work to fulfil the requirements of the role. Potential for additional hours as the role develops.
	Three months' probation, two month's notice
Salary:	Up to £30,000 per annum/ pro rata depending on experience 23 days annual leave + bank holidays (pro rata) Workplace pension scheme (NEST)
Start date:	As soon as possible
Deadline to apply:	17 th May @ 9am. recruitment@unionchapel.org.uk
To apply:	Please submit either a 2 page covering letter & CV; OR 4 minute video and CV, addressing the person specification below Applicants will be asked to complete an Equal Opportunities Form as well

BACKGROUND

Union Chapel is well-known as an internationally-loved, award-winning, stunning independent music venue within a Grade 1 listed building complex. It is also a charity, engaging and supporting the local community and a non-conformist church with a strong commitment to social justice.

Before the pandemic we were proud to host over 200 events a year in the main chapel, with the ancillary buildings being often used for private hire, including theatre rehearsals, community activities, film hire, conferences, office space and more.

During the pandemic we had to close our doors to the public, but the building remained open to provide support to those most in needs and to carry on with our commercial activities and maintenance and repair works complying with Covid restrictions.



The Facilities and Maintenance Manager will play a central role in the safe re-opening of the building to wider staff, users and members of the public following the latest Governance's directives.

We are currently looking for an enthusiastic, team player to join our dedicated Infrastructure Team and contribute to our exciting future as a leading ethical arts venue for all, where culture, community, heritage and social justice come together in union.

HEALTH AND SAFETY

- To be the responsible person for Health & Safety of the building, including staff & visitors and keep up to date with latest changes in H&S policies.
- Prepare Risk Assessments for various activities organised by UCP.
- Responsible for managing regular testing of the fire alarm system and keep records of tests and act as Fire Warden. Ensure all accidents are documented and report any significant accidents to the line manager, H&S executive and Head of Finance and Operations as appropriate.
- Support Head of Finance and operations for all Health & Safety insurance claims with the insurance broker.
- Undertake First Aid training and act as a First Aider.
- Co-ordinate all H&S, including fire evacuation training for staff and stakeholders, in conjunction with external consultants as necessary.
- Take day to day responsibility for complying with government regulations and guidelines relating to COVID-19 for staff and visitors.
- Act as the first point of contact for government and NHS Test and Trace notifications.
- Manage the safe re-opening of the building to its various users, in consultation with other departments.

SECURITY AND EMERGENCY PROCEDURES

- Act as a key-holder for the building, including responding to emergency call outs as required, ensure adequate coverage of alternative key holders as required.
- Approve and manage security/evacuation procedures for the building, together with maintenance and operation of the building's fire and intruder alarms and take an active role in the event of any building evacuation liaising with the fire brigade and/or police in the event of an emergency and when on duty.
- Opening and closing the building as necessary during office hours.
- Be the first point of contact for building maintenance emergencies.

FACILITIES & MANTAINANCE

- Manage, oversee and agree contracts and providers for both hard and soft facilities service including security, fire alarm, wheelchair accessible stair lift, cleaning, entrance door system, CCTV, building maintenance contractors, gas and heating system, waste and office systems. Undertake negotiations with contractors and suppliers to provide cost effective service and manage the delivery of the service.
- Handle various repairs and maintenance, general plumbing and electrical work when necessary.



- Support Venue Team to greet new hall hirers on their first day and make them aware of health & safety, emergency and security procedures.
- Take reasonable steps to ensure that the buildings are compliant in terms of accessibility and information and in line with 'Access is Everything' and any relevant policy documents are kept up to date.
- Responsible for co-ordinating and overseeing storage spaces across the building
- Manage the cleaning of the building in conjunction with the cleaning team
- From time to time carry out manual handling tasks to support various projects and activities in the organisation.
- Support the Head of Conservation and Building works for hands on work to the building fabric by volunteers, including the Friends of UC.
- Ensure stocks of all necessary maintenance, cleaning and sanitising supplies and equipment.

ENVIRONMENTAL POLICY

- Develop and be responsible for Union Chapel's Environmental Policy to minimise Union Chapel CO2 emission and play a key role in the sustainability of the organisation.
- Manage waste disposal relationships to effectively dispose of waste, aiming to reduce the amount of waste going to landfill and increase levels of recycling.
- In collaboration with Head of Conservation, identify ways to reduce our environmental impact of our various building activities and capital works.

STAFF MANAGEMENT

- Manage and support your departmental staff to ensure the effective performance of their roles including undertaking annual staff appraisals.
- Ensure that staff workload is appropriate including managing TOIL and holidays and arranging cover for holidays.
- Communicate Board and Leadership Team strategy and decisions to staff.
- Attend training courses as part of personal development plans, as agreed with line manager.
- Be responsible for the employment of an apprentice when required, agree an action plan with the apprentice and teaching and learning coach to ensure ongoing progress, development and exposure to new skills as required by the apprenticeship scheme.

FINANCE/ PLANNING AND DEVELOPMENT/GOVERNANCE

- Collaborate with the Head of Conservation and Building Works to update the five year business plan, updated annually and preparing the Annual operational plan and budget for board approval. Review and revise on a half yearly basis with the line manager.
- Day-to-day responsibility for the organisation's Maintenance and H&S budget, in-line with delegated expenditure authority.
- Produce and manage your department's procedure and policy documents.
- Contribute and develop new initiatives to updating the company's risk register on an annual basis
- Attend and actively contribute to Infrastructure Working Group meetings.



- Prepare and present progress reports to the LT of activity against operational plans, when required
- Undertake any other duties that may be reasonably required by the LT.

GENERAL

- Support the mission and aims of Union Chapel Project both internally and externally.
- Collaborate with other departments, as necessary.

PERSON SPECIFICATION

- Full understanding and demonstrable experience in managing all aspects of Health and Safety within the workplace
- Proven track record of managing a public building
- Certificate of First Aid at work
- IOSH or HEBOSH certificate preferable
- City and Guilds or NVQ or equivalent certificate
- Operate effectively in a hands-on role, including mechanical and electrical services, as well as being a strategic, wider picture manager.
- Basic knowledge of fire and burglar alarm systems
- Computer literate with MS Office (Word and Excel)
- Experience of managing budgets
- Experience of managing a small team
- Be flexible around working hours (weekends, evenings, emergencies etc.)
- Able to work closely with colleagues across the organisation
- A Positive attitude with good communication skills and be able to prioritise effectively within a busy environment.
- Ability to take a proactive approach to problem-solving
- Experience of working within historic buildings preferable but not a requirement if the candidates has the right attitude.

This is a guide to the nature of the work required of the Facilities & Maintenance Manager. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.