

Facilities Assistant

Contract type:	Permanent
Job Title:	Facilities Assistant
Responsible to:	Facilities Coordinator
Team:	Venue Management Team
Rate of Pay:	£17,687-£18,681, depending on experience
Pay scale/band:	£9.07ph-£9.58ph SPC Scale 3 Band 14-17
Hours:	37.5 hours per week. Tuesday-Saturday additional hours may be required, including evenings and weekends.
Annual Leave:	The holiday year runs from 1st January to 31st December. Full-time employees of Trinity are entitled to 21 days paid annual leave plus bank holidays, based on 37.5hrs/5-day working week. Entitlement for your contract will be calculated on a proportional basis in accordance with your hours and duration of contract

Introduction

Trinity exists to empower and connect communities through the arts because we believe that art improves the well-being of individuals, empowers communities and enhances society. We attract the most diverse audience of any arts centre in Bristol and deliver a programme that encompasses cultural performance, community events, formal and informal education programmes.

Responsibilities

The Facilities Assistant will assist the Facilities Coordinator with general day-to-day operations of the Trinity Centre building and grounds, ensuring the site is well maintained and safe for all centre users. Working as part of the Venue Team, you will help to make sure activities taking place at the centre are delivered safely and effectively in line with Trinity's policies and procedures.

Specific duties

- Support the Facilities Coordinator with general day-to-day cleaning, tidying and routine maintenance of the site:
 - carrying out basic repairs and general maintenance
 - upkeep of the garden and grounds i.e. litter picking, mowing, weeding
 - visual checks of the site: monitoring for hazards to minimise risk in line with Trinity's policies and procedures; identifying and reporting areas needing maintenance/repair
 - basic inventories/routine checks, i.e. fire safety, first aid and electrical equipment
- Act as a designated key holder of the premises, ensuring key Trinity policies are upheld, specifically:
 - to assist the Facilities Coordinator in ensuring Trinity's Health and Safety policy and accompanying procedures, risk assessments and method statements are adhered to
- General event set-up and pack down including basic technical equipment i.e. projector, PA
- Assist the Venue Team to coordinate operations staff for Events:
 - Duty Manager (DM) rota, coordinating DM team meetings, liaising with DM staff to ensure all shifts are covered
 - Booking in external contractors i.e. cleaners
- Assist with car park operations i.e. emptying pay and display machines (cash-handling)
- Uphold Trinity's policies and take part in any team meetings/training as may be required
- Undertake any other duties as may be reasonably required within the responsibilities of this role.

Person Specification

Essential

This role includes regular physically demanding aspects such as manual handling, working at height and event staging set-up. Please contact us if you have any questions before application regarding the physical nature of this role.

- At least 1yr experience in general maintenance
- Basic DIY skills i.e. carpentry, painting and decorating and carrying out routine repairs
- Proven understanding of issues around Health and Safety in a public space, licensing and implementing procedures
- Organised and able to follow instructions, also able to work using own initiative and prioritise tasks
- Experience of working with the public, excellent and customer-care skills and a commitment to providing excellent service
- Good communication skills and a friendly, personable manner
- Basic technical experience (i.e. audio & visual equipment)
- General administration and basic ICT skills i.e. email, spreadsheets and word documents
- A commitment to the values and objectives of Trinity Community Arts

Desirable

- Experience acting as a designated key-holder for a public building
- Basic cash handling skills
- Relevant qualification/s and/or training i.e. Health and Safety
- Technical training/skills i.e. sound systems, lighting, microphones

Training

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

Shift pattern

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

DBS check

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

How to apply

To apply please download and complete an application form and accompanying personal details and equal opportunities forms and email to hr@3ca.org.uk Please note we do not accept CV applications.

Deadline: 9am, Monday 29th July 2019
Interviews: W/C 5th August 2019

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, or socio-economic class.

A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

Safeguarding

A Basic or Enhanced DBS (formerly CRB) check may be required for some posts, in line with our 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.

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

Please contact hr@3ca.org.uk / 0117 935 1200 for further information about this post or our Recruitment Policy.