

SHAKESPEARE NORTH PLAYHOUSE

JOB DESCRIPTION

Facilities Manager

About the Organisation:

Shakespeare North Playhouse, 'Theatre Building of the year 2023' is a unique new arts venue, which opened in the summer of 2022. It presents a vibrant contemporary cultural and learning programme featuring home co-produced and visiting performances, as well as comedy, music, community work, hire and events and a range of education and training activities.

Shakespeare North Trust (SNT) is the Charitable organisation which is the operator of Shakespeare North Playhouse. The Trust also has two wholly owned subsidiaries within the Group structure. The subsidiaries are limited companies.

Our Vision: "Inspired by Shakespeare. Bringing Joy: Together, we tell stories that feel like our own, that change the way we see the world - opening doors, inviting debate, inspiring a love of learning, and bringing joy to this place; Our Shakespeare North Playhouse."

Our Mission – The Big Goal: "We share world-class theatre, activities and conversations inspired by Shakespeare and relevant to all of us."

Our Promise: At Shakespeare North Playhouse we commit to being 'Bold and Brave'. It is a promise we make to each other internally as a team, to our visitors, patrons, and partners, and to all our artists and makers as we all come together to create a wonderful place.

Our Values and Behaviours: The organisational values define Shakespeare North Playhouse. They create a framework for the way in which the organisation wishes to achieve the vision and objectives. The team are firm in the belief that what is achieved is only half of the plan, as how success is attained is of equal importance. It is critical that there is a framework of how people will thrive together, as a team, with partners, visitors, and audience.

Innovative - Honest - Collaborative - Creative

Equal - Supportive – Accountable - Useful

The role: The Facilities Manager plays a crucial role in overseeing the efficient and safe operation of Shakespeare North Playhouse. First impressions are key at Shakespeare North Playhouse, and the Facilities Manager will need to ensure we are maintaining a pristine and inviting environment which is essential for our audiences, stakeholders, and our teams. We believe in the positive effect of a clean and organised space, fostering not only a healthier environment but also boosting productivity and overall well-being with a focus on sustainability,

Place of Work

The place of work will be Shakespeare North Playhouse in Prescot, Knowsley.

Salary and Hours of work

Shakespeare North's full-time employees work a 40-hour week normally over 5 days. Due to the nature of this role, however, and to meet the demands of the building, the post holder will need to be flexible in their approach to work. Evening and weekend work may be required at times. The salary will be £28,000 per annum.

Main Duties

The Facilities Manager will:

- Be responsible for ensuring that the tasks assigned in the Planned Preventive Maintenance program are completed, these will include water testing, in service electrical testing, fire alarm tests and emergency generator and lighting tests.
- To be responsible for the general maintenance of the premises including heating, lighting, plumbing etc
- Carry out minor repairs, maintenance and installation work such as joinery and plumbing and appropriate painting and redecorating across the Playhouse.
- Ensure BMS (Building management system) programmes controls ventilation, air conditioning, heating, plumbing, etc are programmed each week depending on building usage.
- To be responsible for and work with external contractors for the provision of specialist servicing.
- To supervise and liaise with the cleaning contractor and provide support in the ordering, delivery and storage of resources and consumables.
- To provide line Management to the Facilities volunteers including managing their schedule, daily tasks.
- Be one of the site key holders
- Actively participate in the health and safety requirements of Shakespeare North Playhouse. include the writing method statements and completion of other associated health and safety paperwork including working from height, hot works permits and ensure the COSHH chemicals are registered and stored correctly, training of wider staff on building procedures and processes.
- Ensure the workplace adheres to health and safety requirements and maintain an excellent standard of housekeeping.
- Ensuring the procurement contracts for maintenance, and servicing ensuring quality works and value for money.
- Liaising with the landlord (Knowsley Metropolitan Borough Council) for assets and services ensuring compliance is up to date and lead on monthly visits.
- Create and manage a programme for redecoration of the building ensuring that the building remains in good order.
- Take an active role in delivering against our organisation sustainability action plan and delivery.
- Undertake any other reasonable duties, commensurate with the level of the post to ensure the smooth running of Shakespeare North Playhouse.
- Work in accordance with Shakespeare North Playhouse's values.
- Provide positive representation for the organisation both internally and externally

Personal Specification

Experience

- Experience of managing facilities operations, maintenance and external supplier contracts ideally 3 or years or more.
- Strong leadership skills with the ability to motivate direct reports.
- The ability to prioritise tasks and delegate responsibilities to others as appropriate.
- Proven ability to identify and address building related issues in a timely efficient manner.
- Strong attention to detail to ensure compliance with regulations and quality standards.
- Experience of controlling costs and sourcing best value supplies and contractors.
- Strong commitment to workplace safety and compliance with health and safety regulations.

This job description is intended as a guide to the duties expected of the post-holder. These duties may be reviewed from time to time to meet the needs of the business.

This job description is not contractual.

How to Apply

If having reviewed the job description and information about the Shakespeare North Playhouse you consider yourself to be a good fit for this role, please email a CV, a cover letter of application and completed equal opportunities form to recruitment@shakespearenorthplayhouse.co.uk

The cover letter of application should be of no more than 2 sides of A4 addressing how your experience matches the role description, why you are interested in the role and why you think your skills and experience would make you a good candidate. Alternatively, you may submit a video/audio file of no more than 10 minutes in length. You can do this via WeTransfer or an alternative file transfer service.

Diverse representation We encourage and welcome applications from people whose background and experience are under-represented in the cultural sector. We are committed to inclusive working practices and understand there may be barriers people face when considering an opportunity like this. If you are interested in applying for this role but feel there are things that may prevent you from getting involved, please get in touch and let us know how we can support you in making your application and throughout the selection process.

Equality Monitoring

Please provide equality monitoring information on the form provided so that we can monitor the Shakespeare North Trust's equality policy and practices. The information you provide will not impact on the consideration of your application and will be used solely for the purpose of monitoring.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Once the process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed.

If you are the successful candidate, your application will be retained and form the basis of your personnel record. By submitting your application, you are giving your consent to your data being stored and processed for the purpose of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful

candidate. In submitting your application, we will assume that consent by you is given. We refer you to Shakespeare North's job applicant privacy notice which you should read before applying for this role.

If you have any questions or would like to have an informal conversation about the role before applying, please contact us via email at recruitment@shakespearenorthplayhouse.co.uk

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North Playhouse will inevitably change as we grow and develop over the coming years. Any new appointees will be required to show a flexible approach to this process – which may involve revisions around job description, titles, roles, and departmental structures.

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