

COVENTRY CITY OF CULTURE TRUST FACILITIES OFFICER

Reports Health and Safety Manager

Role: FACILITIES OFFICER
Salary: £25,000 to £28,500 per annum dependent on experience
Timescales: Role to commence from Dec 21, to be delivered on a fixed-term contract until end of June 2022

CONTEXT

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to:

- Welcoming 2.5m additional visitors to Coventry in 2021/22
- 80% of the city's residents experiencing at least three events in 2021/22
- Increasing audience attendance from under-represented communities by 20%
- Activating more than 16,000 volunteers and participants
- Making long-lasting, tangible social change in Coventry
- Transforming who holds the power to create and curate in the city
- Starting a wave of cultural investment across the region

Coventry's City of Culture programme commenced in May 2021 and will run for 12 months, allowing us to keep our promise to the city and region - to deliver an extraordinary year and telling the story of the city that moves.

JOB DESCRIPTION

The Trust is looking to appoint an Facilities Officer, line managed by Health and Safety Manager to be responsible for the facilities, maintenance and office management of workspaces including; Office space in the Croft Road IKEA building, Hertford Street Shop, Digital Gallery Venue (opening in 2022) and space (the Shipping Container) allocated for Leadership Programme members located at Fargo Village and all other spaces identified as fixed working environments by the Senior Management Team of the Trust.

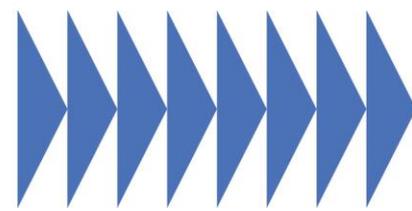
COVENTRY CITY OF CULTURE TRUST
2 CROFT, COVENTRY, CV1 3AZ

REGISTERED ADDRESS: 2 CROFT ROAD, COVENTRY, CV1 3AZ,
COMPANY NUMBER: 09808960
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE
REGISTERED IN ENGLAND AND WALES

The postholder will support and collaborate with other colleagues in the effective management of Health and Safety, Fire Safety, Security, and risk management across all activity at the Trust. You will also ensure the Trust works in the most environmentally efficient way in accordance with our Green Code. You will work with others on the administration of office & administrative supplies and contracts. You will ensure that all premises are being used in accordance with the terms of our lease and that facilities provided are always fit for purpose.

THE ROLE

- Be responsible for the smooth, efficient and appropriate operations of the premises we work in, supporting the ways in which we need to work most effectively.
- Be responsible for effective operational processes, including waste management, recycling, sign in and out procedures, ordering resources, management of IT, provision of welfare facilities.
- Be the main contact for landlords and other key contacts in terms of overseeing Trust spaces and liaison regarding maintenance and repairs.
- Be responsible for establishing and managing all necessary contracts for maintenance, cleaning, monitoring, waste collection & recycling.
- Provide immediate ad hoc maintenance as appropriate.
- Be responsible for the safe and effective fire evacuation procedures for the premises in accordance with the Fire Risk assessment of the building provided by landlords.
- Be responsible for all training in the above to all team members and for a regular testing regime, ensuring that effective records are kept, and all issues and faults are followed up on.
- Operate as a Fire Marshall and First Aider.
- Ensure that adequate numbers of Fire Marshalls are identified, trained and available at all times.
- Identify risks associated with Fire Safety and Security and identify and provide appropriate mitigation.
- Be responsible, as required to establish contracts with Fire Alarm & Security Monitoring companies. Ensure that appropriate services are in place at all times in accordance with our insurance policies and the safety & security of our properties, contents and staff.
- Lead inductions to spaces and processes, including Health & Safety briefings and building tours as required.
- Ensure all relevant risk assessments are in place for the workspaces listed. Identify risk and put in place all mitigation.
- Organise onsite and offsite meetings as needed including identifying space, ensuring accessibility and booking / organising catering and resources
- Update and communicate amendments to relevant policies and procedures, providing training as required, including emergency protocols.
- Be an active contributor to the Trust's Health and Safety Team, including attendance at health and safety focused meetings and taking responsibilities on the action task list.
- Ensuring Covid 19 related compliance in conjunction with other health and safety representatives and overseen by Director of Operations.
- Managing an office@ inbox and phone line, responding to enquiries, logging and actioning requests.



- Assist the Health and Safety Manager with the record keeping and auditing of all accidents, incidents and near misses across all the Trust's activities to ensure effective prioritising of risk management and reporting to the CEO and Board of Trustees.
- To respond to emergencies and unforeseen demands promptly and with effective solutions.
- To ensure that the health and wellbeing of colleagues, partners and participants are always a key consideration of your work.
- To work flexibly as a member of the Coventry 2021 team and contribute to delivering other elements of the team's work programme as required.
- Actively engage with the organisation's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation and monitoring.
- To be aware of, and undertake to comply with the Trust's GDPR, Health and Safety and Diversity and Equality Policies.

PERSON SPECIFICATION

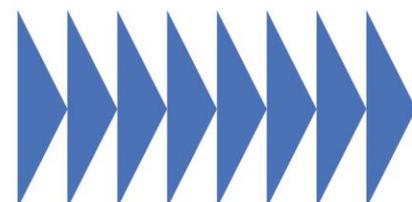
- An organised and diligent individual with excellent planning and communication skills.
- A genuine commitment to ensuring others are equipped with all that they need to deliver their roles and responsibilities in a safe, well equipped and welcoming environment.
- The leadership and influencing skills to ensure good practice is implemented.
- Experience of resourcing and managing office site/s and / or venue/s, including overseeing the welcome, experience and health and safety of staff, freelancers and visitors.
- Experience of resourcing and managing maintenance and welfare contracts.
- Demonstrable experience managing a budget responsibility and for having found and instituted notable efficiencies.
- Level 3 NeBOSH General Certificate plus 3-5 years in a similar position essential.
- Practical experience and understanding of fire alarm and security systems.
- Experience of writing fire evacuation procedures in similar environments.
- Experience of developing, working with and executing company policies and procedures including Health and Safety and risk assessment related activity.
- Experience of reporting relating to accidents and incidents including reporting to internal and external stakeholders.
- Experience of managing Covid 19 related compliance activity and reporting.
- Excellent communication skills and experience of contributing to operational conversations and decision making with key stakeholders, internally and externally.
- Excellent time-management skills and ability to prioritise a diverse workload.
- A personal and professional interest in Arts, Culture and Heritage.
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners.
- To be based in, or be willing to move to within, commuting distance of Coventry.

GENERAL

Coventry is one of the most diverse cities in the UK and we want our Team to reflect that diversity. We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from currently under-represented groups, including those with disabilities.



COVENTRY2021.CO.UK
@COVENTRY2021



We are looking to build a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates. Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

PROCESS

Please submit an up-to-date CV and letter (maximum 2 pages) addressing your interest and suitability for the post with particular reference to the person specifications.

Alternatively, you can provide an audio or video submission.

As part of this process, please share with HR and Team Development any support and access requirements. We will provide assistance during the application and interview phase, as required.

Please note: If selected for interview, this is likely to take place online via Zoom. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of this process, including interview, please let us know.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities form available at www.coventry2021.co.uk/jobs.

Applications should be sent to recruitment@coventry2021.co.uk.

TIMETABLE

Advertised – 15th November 2021

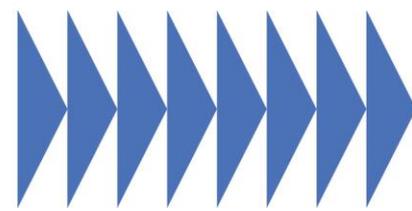
Deadline for submissions – 12noon, 2nd December 2021

Interviews – w/c 6th December

Salary: £25,000 to £28,500 per annum, dependent on experience



COVENTRY2021.CO.UK
@COVENTRY2021



TERMS AND CONDITIONS

This is a fixed term post until June 2022

- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed between 9am and 6pm with frequent evening work to see shows and events. Flexible working may be agreed.
- The salary is paid monthly in arrears.
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager.
- Pension auto-enrolment is applicable and employer contributions are currently 3%. The Trust's appointed pension provider is NEST. Further details are available
- Holiday 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues.
- Main place of work is the Trust's Office with frequent attendance at meetings offsite.
- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is one month.
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK for duration of the contract.
- The candidate's contract of employment with the Trust does not come into force until the first day of work.

For more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk.



COVENTRY2021.CO.UK
@COVENTRY2021

