

## **COVENTRY CITY OF CULTURE TRUST HEAD OF FACILITIES & OPERATIONS**

### **Reports to DIRECTOR OF OPERATIONS**

<b>Role:</b>	<b>HEAD OF FACILITIES &amp; OPERATIONS</b>
<b>Salary:</b>	£38,000 to £45,000 per annum dependent on experience
<b>Timescales:</b>	Role to commence from January / February 2022, to be delivered on a fixed-term contract until end of June 2022. Can be delivered as a secondment

### **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:

- 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 11,000 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 to tell the story of the city that moves.

### **JOB DESCRIPTION**

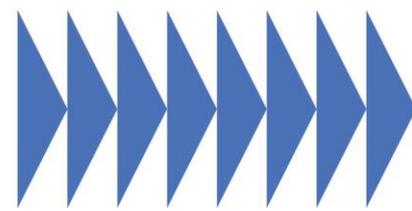
The Trust is looking to appoint an experienced individual as the Trust's Head of Facilities and Operations. The postholder will be responsible for the safe, smooth, and efficient day to day operations of all team activity. To be responsible for health and safety compliance, ensuring that staff, contractors and visitors to the Trust's premises and activities are safe and welcomed. To manage budgets proactively find efficiencies, dynamically respond to incidents, and provide effective trouble shooting solutions.

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 ROLE

- To assist the Director of Operations and Head of Team Development with ensuring that all members of Trust staff work in comfortable, welcoming, safe and compliant ways at all times and that the environments they work in enable this
- To oversee the review of Health and Safety policy and procedures and implementation to promote a positive health and safety culture within the Trust
- To advise all staff on health and safety matters, including risk assessment, safe systems of work, adherence to health and safety policies and procedures and legal compliance
- To lead weekly Health and Safety meetings with representatives across the Trust, and to implement actions
- To respond to incidents as a member of the safety team and carry out incident investigations and write reports
- To ensure Covid 19 related compliance across all areas of the Trust's business
- To carry out workplace inspections, producing reports and recommendations for action
- To jointly act as a Designated Safeguarding Lead
- To provide additional support to the Commercial, Visitor and Operational Events Management teams to ensure smooth and safe running of all public activity where appropriate
- To be responsible for the asset management of all Trust furniture and office equipment
- To work closely with the Head of Events Operations and Store Manager to ensure consistent management systems exist for managing Production assets and equipment
- To work closely with HR and Team Development to develop, implement and review an Occupational Health and Safety Risk Register, Policies and Procedures and Management System Framework
- To include working closely with HR and Team Development and Occupational Health Advisor/s (outsourced) to ensure implementation of guidance
- To implement Company-wide health and safety initiatives and focus months, including contributing to leadership of Thrive at Work meetings
- To deliver and/ or facilitate health and safety training courses, including health and safety inductions, processing training documentation and data
- To lead reporting, internally and externally as required, including providing reports to Director of Operations, wider Senior Management Team and Board
- To provide line management and supervision to a Facilities Officer and oversight of their work across multiple sites, including Trust Main Office, Fargo Village Office, Hertford Street Shop, and Digital Gallery
- To keep up to date with regulations and legislation
- 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

### Qualifications

- Relevant formal qualifications e.g. NEBOSH Diploma and experience of working within a health and safety environment
- Level 3 Certificate in Education and Training (or equivalent)
- Member of IOSH

### Experience

- Previous experience as a Manager in a similar role
- Experience of developing and delivering effective occupational safety and health management systems
- Experience of incident investigation
- Experience of Covid 19 related compliance
- Designated Safeguarding Lead
- Working with a creative and cultural context desirable

### Skills, Knowledge and Ability

- Sound working knowledge of up-to-date health and safety legislation
- Excellent administration skills and strong attention to detail
- Excellent organisation skills, with the ability to balance and prioritise a diverse workload, working well autonomously and as part of a team
- Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes and digital tools quickly
- An effective communicator at all levels, able to build and maintain relationships with colleagues, agencies, and partners
- A can-do attitude to working in busy team structure, with experience of working with multiple teams with competing demands
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or able to move within commuting distance of Coventry
- A personal interest in the arts, culture, and heritage

## GENERAL

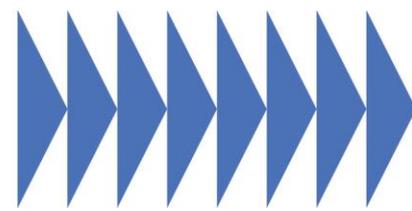
Coventry is one of the most diverse cities in the UK and we want our Team to reflect that diversity. We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from currently under-represented groups, including those with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

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.



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## 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](http://www.coventry2021.co.uk/jobs).

Applications should be sent to [recruitment@coventry2021.co.uk](mailto:recruitment@coventry2021.co.uk).

## TIMETABLE

**Advertised** – 20<sup>th</sup> DECEMBER 2021

**Deadline for submissions** – 20<sup>th</sup> JANUARY 2022, 12noon

**Interviews** – Week Commencing 24<sup>th</sup> JANUARY 2022

**Salary: £38,00 to £45,000 per annum, dependent on experience**

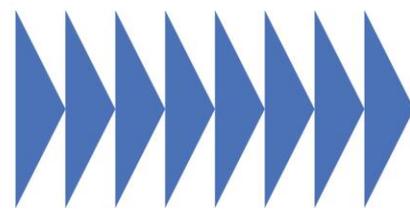
## TERMS AND CONDITIONS

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 and weekend work as required. 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 three months



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- 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](http://www.coventry2021.co.uk).



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