**JOB DESCRIPTION**

**Job Title** Facilities Manager

**Responsible to** Head of Technical and Facilities

**Responsible for** Freelance contractors

**Salary**  £29,000

**About Wilton’s**:

Wilton's Music Hall presents extraordinary theatre and music in the oldest Grand Music Hall in the world. Wilton's welcomes world-class artistic talent to the East End all year-round. We carefully produce and program productions for our unique building.

Welcoming world-class artistic talent to the East End, in 2023 Wilton’s staged 294 performances of 45 productions, carefully selected for our magical building and seen by 65,000 people. Named the 5th most iconic building in London by Time Out, the unique spirit of Wilton's has captured the imagination of artists and the public alike for over 160 years.

**MAIN PURPOSE OF POSITION**

The Facilities Manager leads on all facility aspects of Wilton’s Music Hall. The Facilities Manager is responsible for all of the building’s plant equipment, building repairs, external contractors, assessment of utilities and maintaining the fire safety of the building (full list to be found in Job Description).

**DUTIES AND RESPONSIBILITIES**

* To be responsible for ensuring that the building’s mechanical, engineering, plant and equipment are properly maintained by completing weekly, monthly and biannual visual inspections. This will include the implementation, managing and monitoring of service contracts.
* Ensure that all utilities and services have regulatory checks and scheduled maintenance and comply with legal requirements and recommended guidance.
* To negotiate and supervise the engagement of external contractors to deliver maintenance and servicing of the fabric and infrastructure in the building.
* Ensure that adequate insurances are maintained (including meeting the annual conditions required by the insurers) and that the building complies with statutory and licensing bodies.
* Overseeing on-going building maintenance and managing the Maintenance Budget.
* To ensure that repairs are carried out to the building as required in consultation with the Head of Technical and Facilities and/or Head of Operations and Commercial Services and within the agreed scope of the annual budget.
* Ensure that the building is appropriately maintained in adherence with heritage planning regulations, statutory requirements and that the local council conservation and planning departments are consulted and any relevant approvals sort, prior to works taking place.
* To maintain a comprehensive calendar of any service contract inspection/review dates that can be accessed at all times and to upkeep a valid contact sheet for all key suppliers and service contractors including an emergency contact sheet shared with the operations department.
* Supervise the disposal of all waste from the building.
* Keep the workshop facility and technical store clean and clear at all times.
* Assist in an annual review of access requirements, HSE compliance and training needs of the building.
* Carry out weekly, monthly and annual Legionella checks and maintain paperwork for annual report (training will be provided).
* To assist in maintaining the fire safety of the building and to ensure that regular fire alarm tests, fire drills, and maintenance of fire extinguishers are done as well as the required fire risk assessments in liaison with the Head of Operations and Commercial Services.
* Overseeing the annual Fire Risk Assessment.
* To assist with the creation and updating of risk assessments for all areas of the building and ensure that regular checks are made, to cover COSHH, Manual Handling, Electrical Safety, Slips and trips, falls etc. in collaboration with the Head or Technical and Facilities and the Head of Operations and Commercial Services and to keep good records of all of the above.
* Liaise with contracted pest control and washroom facilities companies as necessary under the direction of the Head of Operations and Commercial Services.
* In conjunction with the Head of Operations and Commercial Services to be responsible for the opening procedures, ensuring that all building checks take place each day and are recorded.
* In conjunction with the Head of Operations and Commercial Services to be responsible for locking up procedure, ensuring it is done correctly and safely.
* To manage the correct use of all CCTV footage and the CCTV system, monitoring the footage when required

**GENERAL**

* To act as a Duty Manager as required and ensure safe evacuation of the building and secure unlock and lock up.
* To contribute to the Health and Safety policy and relevant procedures and to implement the H&S procedures to ensure that suitable and sufficient method statements, risk assessments and standard operating procedures are in place for all of the facility aspects or Wilton’s business.
* To be a member or the Health and Safety committee. Take a creative approach to move WMH towards a more Health and Safety conscious culture. Working with WMH team to ensure an organisation wide integration of effective Health and Safety into all our working practices. Identify any necessary and cost-effective Health and Safety education and training. Ensure that everyone working for WMH (including sub-contractors, freelance staff and volunteers) are aware of and fulfil appropriate Health and Safety responsibilities.
* To undertake other duties as might reasonably be required by the Executive Director.

**REVIEW ARRANGEMENTS**

This job information cannot be all encompassing. It is inevitable over time that aspects of the job will change, without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this job description will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

**PERSON SPECIFICATION**

# Essential – technical (tested by application)

Previous experience in facilities management or operational building maintenance.

Awareness of Health and Safety issues, including a working knowledge of related statutory and legal legislation.

Awareness of licensing legislation.

Able to work scheduled evenings and weekends when needed.

**Essential – behavioral qualities (tested at interview)**

A positive ‘can-do’ attitude to work and a desire to work, and a desire to continuously improve working practices.

Good communication skills.

Ability to remain calm whilst working under pressure.

**Desirable**

Experience of building maintenance & facilities management.

Knowledge and /or training in managing Health and Safety including First Aid, manual handling, working at height (rope access, mobile elevated work platforms etc).

To hold a First Aid at Work certificate

**CONDITIONS**

Contract: Permanent

Hours: 40 hours per week, on average across each calendar month.

The post holder will be required to work evenings, nights and weekends (within the 40 hours per week, on average across each calendar month) for which no additional remuneration will be offered.

Annual Leave: The annual leave year runs from January to December, and you will be entitled to 25 days pro rata per annum plus bank holidays.

Notice Period: Three months

**APPLICATION FORM – FACILITIES MANAGER**

You may apply by enclosing a CV but please ensure it includes the information requested below.

Applications may be made in any format you feel most comfortable with (eg large print, tape, Braille or British Sign language on DVD or video). When using an alternative format, please use the same headings.

Applications can be sent by email or post but must arrive by 12.00 on Monday 4th November. Please send applications via email to – Mark Siddall: m.siddall@wiltons.org.uk

**Personal Details**

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Title |  |
| Address |  |
| Postcode |  |
| Email |  |
| Phone/mobile |  |
|  |  |

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| --- | --- |
| **Employment History** | |
| **Present or most recent employment** | |
| Employer’s name, address and postcode |  |
| Current job title or position |  |
| Date appointed |  |
| Current salary |  |
| Notice period |  |
| May we contact you at work? | **Yes / No** |
| Brief description of your duties: | |
| **Previous employment** | |
| Please give details of employers, starting and leaving dates, position held and reasons for leaving. Please make copies of this sheet if you need extra space. | |
| Employer’s name, address and postcode |  |
| Date appointed |  |
| Leaving date |  |
| Job title or position held and main responsibilities |  |
| Salary |  |
| Reason for leaving |  |

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| **Education and Training** | | |
| Please give details of educational achievements or results, which you believe may be relevant to the post. If you are successful in gaining this post you will be required to produce original documentation for relevant qualifications. | | |
| Name and address of place of study or training (including any school/academic or on the job training) | Dates | Qualifications |
|  |  |  |
| **Your interest in the post** | | |
| Please tell us why you think you are the most suitable person for the job by referring to the job description and person specification. Also refer to any previous experience and transferable skills you think may be relevant. This may include voluntary work, community involvement, leisure interests or hobbies. Please continue/make copies of this page if necessary. | | |
| **References** | | |
| Please give the name of two referees, one of whom should be your present or most recent employer. We will not contact your referees without your express permission but any offer of employment will be made subject to satisfactory references. If you have any questions about this, or any other aspect of the application process, please contact us before you return the form. | | |

**Referee 1**

|  |  |
| --- | --- |
| Name |  |
| Position held |  |
| In what capacity did/do you know them (eg employer, line manager, tutor) |  |
| Contact address |  |
| Email |  |
| Phone |  |

**Referee 2**

|  |  |
| --- | --- |
| Name |  |
| Position held |  |
| In what capacity did/do you know them (eg employer, line manager, tutor) |  |
| Contact address |  |
| Email |  |
| Phone |  |

**Access requirements for interview**

We hope to interview the week of Monday 4th November and to appoint shortly thereafter. Since there will be a short turnaround time between shortlisting and interview, it would be useful to know if you have any access support needs for interview – please indicate below. Note that this has no bearing on the recruitment process and is purely to facilitate interviews.

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| **Criminal Convictions** |
| As this position could bring you into contact with children and/or vulnerable adults, it is necessary for you to have a DBS check prior to working with Wilton’s Music Hall. We will arrange for this check to take place and will cover all related costs. Please note that if you are unwilling to undertake this check or there is found to be a concern with the result, it will not be possible for you to work at Wilton’s Music Hall. |
| Do you have any current convictions, which have not been spent under the Rehabilitation of Offenders Act 1974?  If yes, please give details:  Please note that this will not necessarily disqualify you from being appointed. |

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| **Right To Work** |
| Do you have the right to work in the UK? **Yes / No**  If no, please give details:  If you are appointed to this post you will be asked to provide original documentary proof. |

**DECLARATION**

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| **Please note any false information given in this application will invalidate any resulting job offer**  **I consent to Wilton’s Music Hall holding the data above and confirm to the best of my knowledge that the information on this application form is true and correct and can be treated as part of any subsequent contract of employment:** |
| Name  Signature  Date |