



Facilities Manager: Job Description & Person Specification

Post Title:	Facilities Manager (37 hrs p/w)
Responsible to:	Chief Executive
Responsible for:	Key contractors with responsibility for delivering technical, cleaning, and maintenance services
Key contacts:	All other staff and volunteers, external suppliers, and customers

Role Overview

As part of the Management Team, you will be responsible for ensuring the smooth and safe operation of our facilities and grounds at The Stables and in other places as required. You will be responsible for ensuring the organisation benefits from the required level of technical, cleaning and maintenance services. You will also be expected to contribute to the ongoing development of the organisation and its environmental sustainability.

N.B. This Job Description is designed to give you an overall view of the job and is not a definitive list of tasks.

About The Stables

The Stables, based in Milton Keynes, is one of the UK's leading music venues with a vision to engage the widest range of people with music in all its diversity. Our task is to enrich people's lives with opportunities to access, participate in and experience live music, and the arts in general.

Each year, we usually deliver over 400 concerts across all music genres, and 250 learning and participation projects including the National Youth Music Camps. The venue typically welcomes over 100,000 visitors to the site annually. We also produce events in other places including IF: Milton Keynes International Festival, a biennial multi-artform festival which engages people with extraordinary events in unusual spaces and in unexpected ways.

www.stables.org

www.ifmiltonkeynes.org

Principal Responsibilities

1. To ensure the smooth and safe running of events at The Stables including adherence to all licensing, health and safety and fire regulations applicable to The Stables and other performance venues as required
2. To act as the appointed Health & Safety co-ordinator maintaining appropriate health & safety, maintenance records and equipment inventories
3. To maintain and develop environmental sustainability improvements

4. To act as line manager for contracted services including Technical, Cleaning and Maintenance monitoring performance against targets and providing advice, guidance, and practical assistance as required
5. To support business development and growth by developing and managing a step improvement plan that allows the organisation to plan for effective repairs and renewals within an affordable budget
6. To implement a rolling maintenance programme for the facilities and grounds and contribute towards any major capital development projects, ensuring that the mechanical and electrical elements of the venue and grounds are maintained and working, using contractors where appropriate
7. To develop and oversee tender processes with suppliers and project manage contractors as required within the constraints of our programme of activities for The Stables and The Festival.
8. To ensure that technical, cleaning and maintenance stock-taking is undertaken on a regular basis
9. To be responsible for the procurement of equipment and consumables ensuring value for money
10. To manage contracts and suppliers as required ensuring that tight budgetary constraints and deadlines are met
11. To identify where underperformance or lack of compliance is compromising the efficiency and sustainability of the organisation and ensure appropriate support, investment and training is applied to address the issues found
12. To act as Duty Theatre Manager and other venues as required on a rota basis and to be a key-holder for the building with responsibility for opening / closing the venue at appointed times or in response to emergencies
13. To assist the Visitor Services Manager with the management of staff and volunteer rotas and training as required
14. To assist with room set up and clearance, as well as cleaning and maintenance as required
15. To accept deliveries, checking goods received against delivery notes
16. To maintain a high standard of customer care in liaising with visiting artists, private hirers, and the general public at all times
17. To attend meetings and provide written reports and recommendations for The Executive Management Team and The Board of Trustees.
18. To undertake any other duties as required that are commensurate with the general level of responsibility for this post

Required Knowledge and Experience

Criteria	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> • Good passes at GCSE level or equivalent • Evidence of training in Health & Safety, Building Maintenance, Electrical or Mechanical services 	<ul style="list-style-type: none"> • Qualified Electrician, Plumber, Joiner, or other trade qualification • Further or Higher education / qualification in a relevant field
Job Related Experience	<ul style="list-style-type: none"> • Facilities Management Experience • Experience of managing contractors and negotiating with suppliers to ensure value for money • An understanding of current Health & Safety legislation • Experience of managing and training staff • Good communications skills – written, verbal, telephone • Good administrative skills including record keeping • IT literate • Experience of managing a budget • Experience of using Microsoft Office packages including Word, Excel, and Email • Experience of working in a customer service environment 	<ul style="list-style-type: none"> • Experience of working in a relevant post within a theatre environment • Experience of managing volunteers • An understanding / experience of stock-taking procedures • Experience of Duty Theatre Management • Experience of acting as a key holder with responsibility for opening / closing a public building • Experience of training or managing teams of people
Personal Qualities	<ul style="list-style-type: none"> • Methodical and Tenacious Problem Solver • Process driven, but adaptable • Authoritative but personable • Ability to lift and move equipment and supplies • Excellent customer care skills • Ability to work as part of a team and on own initiative under pressure • A hands-on person able to provide first response maintenance, cleaning & room set up support • Results orientated • Ability to adapt to changing needs, people, clients, IT systems and deadlines 	

	<ul style="list-style-type: none"> • Ability to contribute to good working relationships at all levels across the organisation 	
Other	<ul style="list-style-type: none"> • Willing to undergo training • Willing to work flexible hours to accommodate meetings with contractors and key staff etc. Some evening and weekend work may be required • Willing to be a key holder and alarm responder 	<ul style="list-style-type: none"> • First Aid Certificate • Current driving licence and own transport

Key Terms and Conditions

- The Facilities Manager will work in Wavendon, Milton Keynes
- The post is offered on a full-time basis and will involve working outside of normal office hours from time to time to accommodate the needs of the role.
- The post is subject to a 6 month probationary period. Upon successful completion of the probationary period it will be a permanent position and the post-holder will be able to join The Stables stakeholder pension scheme, to which the Stables Theatre Ltd will match contributions up to 3%, and will be eligible for bonus pay awards under the terms of the company's performance related pay scheme.
- The salary is circa £23k - £25k per annum, dependent on experience.
- Full terms and conditions will be made available on offer of appointment.

Application Process

Applications must be made using The Stables application form which can be downloaded from The Stables website www.stables.org. We regret that CVs cannot be accepted.

Completed applications should be returned **by 12 noon on Thursday 2nd September** to Joana.cooper@stables.org