



the Albany theatre, credit Elena Rae Ledger

# Building and Facilities Supervisor

Recruitment Pack



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# TERMS AND BENEFITS

## WHAT WE ARE OFFERING

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**Job title:**

Building and Facilities Supervisor

**Salary:**

£30,160 pro rata, per annum

**Contract:**

21 hours per week across 3 shifts on site; permanent;  
3 months probation

**Responsible to:**

Head of Operations

**Responsible for:**

Albany building, Premises team



We were shortlisted for the  
Art Explora Academie des  
Beaux Arts Award 2023

Championing new forms of  
audience engagement and  
participation in the arts.

**Key Contacts:**

Operations team, Contractors, Deptford Lounge,  
Technical team

**Benefits include:**

- 25 holiday days per annum, plus bank holidays
- Complimentary tickets to Albany performances
- Albany CaffA discount
- Training and development opportunities
- Health and wellbeing support
- Flexible working policy
- Access to interest-free season ticket loan and cycle scheme partnership.



# HOW TO APPLY

We are looking forward to receiving your application form via our [online platform](#), before the deadline of:



## Timelines

**Application deadline:**

**10am, Monday 23 June**

**Interview date:**

**Wednesday 2 July, in person**

## Feedback

We will be in touch with all candidates regardless of whether you have been shortlisted or not, but the timing of this will depend on the current status of your application.

All applicants who attend an interview will be offered individual feedback. For those not selected for interview, we can provide, on request, a short summary of what we found that the strongest applications had in common, which we hope will help you with future job applications.

**“The Albany is a perfect example of a community space; a real hub of something for everyone”**



# OUR HIRING POLICY

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The Albany aims to encourage a culture where people can be themselves and be valued for their strengths. It's important to us that our team represents the same diversity of audiences and artists we welcome into our venues every day.

We have a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing. We will be as flexible as we possibly can be when supporting staff to balance their work and their personal lives. We are keen to have a conversation to find practical solutions to accommodate candidates' own situations whilst meeting the needs of the organisation.

You may not have worked in a cultural organisation before, perhaps you have worked in music, events, in management & leading teams – these are all very transferable contexts. We are keen to hear from a diverse range of candidates from all backgrounds, drawing on different perspectives, experience and knowledge.

We particularly encourage people to apply who have lived experience of the Black and Global Majority communities we serve. The Albany will offer an interview to anyone who identifies as a person who is D/deaf or disabled who meets the essential criteria.

If you would like support to think about how your experience is transferable to this role; or would like to ask us practical questions about the organisation, role or the recruitment process, you can book a confidential conversation with our recruitment contact.

We believe in fair recruitment. We will ensure everyone who wants to be a part of the Albany has the resources and confidence to apply. Feel free to contact us online, over the phone or in person if you need further assistance, or require the recruitment pack or application in a different format.

**Recruitment contact:** Ceri Ellen Payne

☎ 020 8692 4446 ext.206

✉ [vacancies@thealbany.org.uk](mailto:vacancies@thealbany.org.uk)

# ABOUT THE ALBANY

The Albany is an arts centre committed to representing the extraordinary creativity and diversity of Deptford, Lewisham and South East London. Each year over 60,000 people attend our events, ranging from music to theatre, spoken word and family performances; and take part in our award-winning participatory projects for young people and adults over 65.

Alongside four performance spaces, a bar, café, garden and coworking hub, we offer a range of low-cost rehearsal space, meeting rooms and offices for community and creative businesses. We aim to foster a welcoming and inclusive space where everyone is inspired to be creative, and where artists are supported and developed, in part through programmes such as our Associate Artists and Creative Communities schemes.

The Albany has 23 resident organisations, and manages and programmes Deptford Lounge on behalf of Lewisham Council. We are co-lead of the national Future Arts Centres network and lead partner of Fun Palaces.

The Albany was Lead Delivery Partner for We Are Lewisham, the Mayor's London Borough of Culture 2022, with over 400,000 audience members attending over 600 events throughout the year. Also in 2022, we were appointed as Lewisham's Arts & Culture Anchor Organisation, responsible for leading sector support initiatives, facilitating networking and amplifying the creative work happening in the borough.





## OUR VISION

The Albany is the engine room for people to reach their creative potential, tell their stories and define their own culture.

Together we will inspire new possibilities for positive change.





# OUR VALUES

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## **Open and welcoming**

We foster an inclusive space, both physically and culturally, where anyone can feel welcome and heard.

## **A home for ideas, creativity and action**

Everyone has the potential to be creative. We believe that creativity can make real change for individuals and on urgent issues around social justice and the climate crisis.

## **Committed to representing the extraordinary creativity and diversity of Deptford and Lewisham**

We are deeply rooted in Lewisham and South East London. We advocate for its residents, representing the diversity of our borough and the voices of Black and Global Majority people.

## **Responsive and Flexible**

We're co-operative, willing to listen and adjust our approach according to the task in hand. We love seeing amorphous ideas become reality.

## **A connector of people**

We put our communities at the heart of any process. We share our knowledge to shape change and create something better for everyone.

## **Adventurous and ambitious**

We believe that a sense of adventure is essential to achieving our vision. While we are rigorous in our approach and celebrate our successes we're not afraid to try something new.

**“The Albany has had a real impact on my life. I’ve been given a lot of opportunities to grow and explore what I want to do as an artist.”**

Youth programme participant



# PURPOSE OF THE POST

The Albany owns and maintains its premises and theatre in-house with support of specialist contractors. Environmental sustainability is a priority in our approach to building and resource management.

As part of the Operations team, you will deliver and enhance building maintenance and repairs at the Albany. You will be responsible for statutory compliance and meeting health and safety standards, updating databases and compiling reports using Core Vision software. You will lead on contractor liaison, be hands-on completing or supervising in-house repairs and maintenance. You will work closely with the premises team, venue managers and technical team.



[Read our Artistic Policy](#)

[Download our Impact Report](#)



Photo credit: CaffA at the Albany, credit Elena Rae Ledigster

# MAIN OBJECTIVES

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## Practical

- Manage repairs within required response times, and carry out minor repairs in-house
- Troubleshoot and make suitable adjustments to any building control systems (e.g. BMS, intruder alarm, fire panel)
- Support IT network, security systems (including CCTV, door locks and fobs, intruder alarm), phone and similar building-wide infrastructure repairs; troubleshoot and upgrade projects
- Supervise the premises team to ensure the highest standards of repair and presentation throughout the building; including day-to-day supervision, task planning, quality control and training on the job (i.e. repairs)
- Responsible for the oversight and maintenance of the Albany Garden and outdoor spaces, working collaboratively with the wider Albany team and the Garden Assistant.

## Admin

- Take ownership of the planned preventative maintenance (PPM) programmes
- Engage and manage contractors and servicing contracts in accordance with procurement policies and safe working practices
- Ensure the building management database and asset register (Core Vision software) is updated for accurate monthly reporting and compliance checks by third party stakeholders
- Track delegated budgets and manage resources effectively within the Albany's financial policies and procedures, achieving savings and procuring competitively
- Attend and chair relevant meetings, including monthly maintenance meetings and quarterly H&S working group meetings



## General

- Work with the Technical and Operations teams to manage compliance, maintenance and good housekeeping standards across all plant, storage rooms and relevant areas
- Meet legal requirements and guidance for all building services systems and equipment. Minimise downtime and ensure business critical services are maintained to the highest standards
- Develop and maintain good working relationships with resident stakeholders and relevant authorities including insurance inspections, statutory, fire and local authorities
- Be a key holder and respond to emergency callouts
- Provide emergency duty management cover; this includes responsibility for first aid, security, acting as fire warden, when required

## General

- Be committed to good environmental management, including control of energy consumption, increasing the efficiencies of plant, and identifying improvements
- Support the aims and objectives of the Albany, both internally and externally, exemplifying the values of the organisation and good practice
- Work within the Albany's Health & Safety, Environmental Sustainability, Equality and Diversity, Data Protection and Safeguarding policies
- This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed as required; other responsibilities may be added depending on experience and need

## REVIEW ARRANGEMENT

The Albany is a fast-developing organisation, and it is to be expected that this post may change and evolve over time. Changes to the role will be subject to periodic review in consultation with the post holder.

# PERSON SPECIFICATION

## WHAT WE ARE LOOKING FOR

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### Essential

- Proven track record of ability to fault-find damaged plant or equipment, identify and execute solutions
- Demonstrable knowledge of building plant and systems, such as heating, boilers, air conditioning, water hygiene, electrical and plumbing systems
- Good communication and interpersonal skills, with the ability to supervise and train team members
- Experience in dealing with contractors, managing quality control and remedial works
- Practical maintenance skills, including some or all of: basic carpentry, plumbing, electrical and decorating skills
- Ability to work independently, manage time and deadlines and effectively plan and prioritise workload
- Experience of record keeping and administrative systems
- Physical fitness to carry out manual handling tasks
- Flexible approach, positive attitude and ability to work independently
- Strong commitment to the principles of Equality and Diversity
- An interest in working in an arts and community environment

**“The Albany is a space where creativity isn’t rushed but allowed to evolve, where the process is just as important as the end result.”**

Associate Artist



## Desirable

- Previous experience in building and facility management
- Knowledge and experience of procurement, contract negotiation or budget management, identifying best value solutions
- IOSH Health & Safety qualification
- Current with Health & Safety legislation (including risk assessments, method statements, permit to work, CDM, LOLER and COSHH)
- In-service equipment Inspection & Testing (PAT)
- Experience in training and supervising the work of others
- Fire Safety/Fire Warden training
- First Aid qualification

**We welcome feedback about how you found your recruitment journey with us - you can contact us at:**

**[vacancies@thealbany.org.uk](mailto:vacancies@thealbany.org.uk)**



Photo credit: Blue Room at the Albany, credit Elena Rae Ledgister





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The Albany is a registered charity number 1112521

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