## The Albany

**Douglas Way**

#### Deptford

### SE8 4AG

[www.thealbany.org.uk](http://www.thealbany.org.uk)

**Building and Facilities Supervisor**

**Job Title:** Building and Facilities Supervisor

Responsible to: Head of Operations

Responsible for: Albany building, Premises team

**Key contacts:** Operations team, Contractors, Deptford Lounge, Technical team

**Contract:** Full-time; permanent; 3 months probation

**Salary:** £30,160 per annum

**Benefits include:** 25 holiday days per annum, plus bank holidays, stakeholder pension scheme, 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: **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.

**Our Hiring Policy**

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

The Albany, Douglas Way Deptford, SE8 4AG

T 020 8692 0231 ext.206; E 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.

**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.

**The Albany Values**

**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.

**Purpose of the post:**

The Albany owns and maintains its own 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.

**Main objectives**

**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 relief and emergency core duty management cover; this includes responsibility for first aid, security, acting as fire warden, when required
* Diversity, Data Protection and Safeguarding policies
* 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 ARRANGEMENTS**

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're looking for from you**

**Essential criteria**

Please demonstrate your experience with the essential criteria in your personal statement. We welcome applicants who can demonstrate experience of the following in a wide variety of ways, including with non-traditional work experience

**Essential criteria**

* 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

**Desirable criteria**

* 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

**You have reached the end of the job pack.**

**We welcome feedback about how you found your recruitment journey with us at vacancies@thealbany.org.uk**

**We’re looking forward to hearing from you.**