

TRINITY:

Recruitment Application Pack

Site Manager



Application Pack for the role of Site Manager

The closing date for receipt of applications is 24 Feb 2023 and interviews will be held week commencing 06 March 2023

Enclosed within this application pack you will find:

- Information about Trinity Community Arts
- Job description
- Person specification
- Trinity Recruitment Policy

How to Apply

To apply, please download and complete an online application form by visiting [here](#) and email to info@trinitybristol.org.uk with "Site Manager" in the subject line. Please complete our anonymous Equal Opportunities form [here](#)

Please note we do not accept CV applications.

Commitment to Equal Opportunities

Trinity is an Equal Opportunities employer and actively encourages applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describing exactly how you meet the requirements, as this is the basis on which candidates will be shortlisted for interview.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process to reduce potential barriers faced by applicants and to give equal access to employment opportunities.

If you need this application pack in a different format, would like to submit your application to us in a different way (e.g., by video or sound file), or if you require any reasonable adjustments to the recruitment and selection process, please contact us via email at info@trinitybristol.org.uk or via telephone on 0117 935 1200.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the role.

About Trinity

Our mission is to empower communities through arts and make sure everyone has the opportunity to access and shape arts and culture in Bristol.

We provide a progressive a programme of arts and cultural events, social activities, and projects, giving people space to come together, create, connect, learn, share and celebrate.

The Trinity Centre is a much-loved historic landmark. This cultural hub for East Bristol is one of the city's few remaining independent, live music venues, and is used by over 60,000 people each year.



Trinity's message is "YOU can create"

People living locally to Trinity lead rich cultural lives. There is a breadth of taste and appetite for a variety of opportunities and ways to be creative. So, we keep our definition of arts and culture broad and our framework flexible, to be able to respond to that diversity.

The Centre's colourful history has embedded it firmly in the hearts and minds of generations of Bristolians. Our shared heritage is a powerful source of social capital, enabling people from different backgrounds to build commonality and a sense of shared identity and pride.

People are attracted to Trinity by the breadth of our offer and freedom to realise their own ideas. Our asset-based community development model sees us blending high quality arts provision with bottom-up community engagement, working with local residents and key underserved groups to express themselves creatively.

Working with over 200 cross-sector partners annually, we provide a programme of contemporary, participatory, socially engaged arts, engaging 60,000+ people across over 1,000 events and cultural experiences. Our position, track record and approach mean we are uniquely placed to empower communities through arts; improving individual well-being, building communities and enhancing society in pursuit of our vision: creative expression for all.

Our Vision & Mission

Trinity's vision is for everyone to have the opportunity to access and shape arts and culture because we believe art improves individual well-being, empowers communities, and enhances society.

Our mission is to empower communities through arts. We do this through providing a diverse programme of arts, heritage and cultural projects, activities and events.

Projects are supported by a range of national and local funders, individual donations and income we generate ourselves.

Job Description for the role of Site Manager

Job Title: Site Manager

Contract type: Permanent

Reporting to: Operations & Venue Manager

Rate of Pay: 25,807 - 28,297 depending on experience

Hours: 37.5 hour per week (full time)

About the Role

This role presents an exciting opportunity for an experienced Site Manager to join Trinity as we continue to grow, further our reach and impact. You will oversee site management for the Trinity Centre, a much-loved Bristol landmark and Grade II* Listed building, managing day-to-day facilities and any planned maintenance and/or construction work - ensuring project activity completes safely, on time and within budget.

You will be a practical thinker, have demonstratable experience in project management and be passionate about working for a cultural centre at the heart of its community. You will be willing to work flexibly and independently, with minimal supervision, be able to work with a diverse range of people, and adaptive to an ever-changing environment.

Key responsibilities

- **Site and building maintenance:** Ensure the Trinity Centre, including internal fabric and external grounds, are maintained in a sound condition at all times.
- **Site and project management:** Manage contracts/contractors to deliver against agreed briefs and ensure a schedule of work, to future proof the Centre, is overseen.
- **Site and building maintenance**
 - Carry out minor repair and maintenance work and attend to defects reported to ensure the Centre is maintained to a high standard at all times.
 - Work alongside the Operations & Venue Manager to review and manage service contracts (e.g. cleaning, refuse, fire safety, PAT testing, intruder alarms, carpark, utilities and maintenance).
 - Manage inhouse systems (IAM Compliant, web-based compliance tool) - to ensure Trinity is compliant with Health and Safety legislation and procedures are in place for reporting accidents and incidents.
 - Review and maintain Building and Fire risk assessments including working alongside the Operations & Venue Manager to review activity-specific assessments.
 - Ensure accurate and timely completion of admin/record-keeping as/when required.
- **Site and project management**
 - Manage a medium/long-term schedule of work to ensure we are future proofing the Centre and allocating necessary resources/budget to deliver against activity.
 - Manage onsite contracts to deliver larger works e.g. capital development and/or maintenance happening on site.
 - Create and manage the delivery of an annual / bi-annual plan of activities that are required to ensure the safe and effective running of the Centre.
 - Work with the Finance Manager to present cost effective options and adhere to budgets allocated when managing project delivery.
 - As Fire Warden, ensure Fire regulations and evacuation procedures are met and maintain records of testing, evacuations and equipment.

Person Specification for the role of Site Manager

Experience (work/volunteer)

Experience and/or a passion for working in heritage buildings
Experience of project management in a facilities function
Good technical knowledge around building services and O & M manuals
Relevant experience with day-to-day repairs eg, plumbing, carpentry & joinery

Skills (demonstratable)

Relevant legislation requirements relating to Health & Safety in relation to listed buildings
Understanding of building regulations preferably in relation to listed buildings
Proficiency in Microsoft Office (Word, PowerPoint, Excel)
Attention to detail and strong administration skills
Good written and verbal communication
Good literary and numerical skills

Personal characteristics (values and approach)

Flexible, customer focused approach with understanding of good customer service
Ability to work unsupervised to agreed objectives and priorities
Flexibility, willingness to learn and to undertake a variety of tasks
A confident problem solver/trouble-shooter
A commitment to the values and objectives of Trinity Community Arts

Additional requirements

There may be a requirement to work some early mornings, evenings and weekends. It is also in the nature of the work required that the tasks and responsibilities of the role may be unpredictable and varied. The position will therefore also be expected to undertake any other duties and/or responsibilities in connection with the organisation's direction of travel and operational activity, as directed, and which will not be covered in the job description. These additional duties will normally be compatible with regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included in the job description in consultation with the Operations & Venue Manager.

The post holder will be expected to undertake first aid, health and safety and fire marshal training.

The post holder will be expected to work flexible hours where required, including early mornings and weekend shifts.

Trinity Recruitment Policy

Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class.

Flexible working

This post is being advertised as a part-time role, 30 hours per week. However, Trinity has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy.

This includes remote working, varying days/times, part-time hours and/or job-share for the right candidate/s.

Safeguarding

An enhanced check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we can remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the application form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

Feedback

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