

Out of the Blue Buildings Management Assistant

<u>Part 1:</u>	<u>Post Details</u>
TITLE:	OOTB Buildings Management Assistant
HOURS:	Part time 21 hours per week, (0.56 FTE) Working 3 days per week including alternate Saturdays.
PAY:	£17,773 pro rata
RESPONSIBLE TO:	OOTB Manager
<u>Part 2:</u>	<u>Organisation Details</u>
	<p>Out of the Blue (OOTB) is a social enterprise which incorporates a unique blend of art forms, artists, creative spaces and activity. Out of the Blue has a track record of working with people, in participatory cultural activity.</p> <p>The refurbishment of the Drill Hall has enabled Out of the Blue to develop the Drill Hall as a sustainable creative hub, with carbon reducing measures in place, enabling thousands of annual users – artists, exhibition and event visitors, community groups, day time and evening classes, seminar and conference participants, Arts Café visitors – to benefit accordingly.</p>
<u>Part 3:</u>	<u>Job Purpose</u>
	To support the management of OOTB's buildings and their infrastructure as part of a regular maintenance cycle; to support the daily operation of the OOTB Drill Hall and other buildings utilised by Out of the Blue
<u>Part 4:</u>	<u>Main Areas of Responsibility</u>
	<ul style="list-style-type: none"> ● Carry out all Buildings Management administration: Apply for relevant licenses. Keep up to date risk assessments, reports, emergency procedures, policies, logs and certificates. Keep the BM calendar, schedule and timeline updated. Track and report on BM maintenance budget to Finance. ● To organise and record weekly, monthly and annual plant maintenance and inspection: eg gas boilers, gas hobs, electrical installation; fans, ventilation, kitchen equipment, light, bins/recycling, water systems, fire alarm, e-lights, security and other buildings infrastructure. ● Manage cleaners, cleaning supplies and stock. ● Managing OOTB buildings waste and recycling contracts ● To organise staff training relating to Health and Safety. ● To assist in the tracking, recording, and resolving of maintenance and repair issues. ● To instigate and undertake minor maintenance, monitoring and routine checks. ● Research best prices and solutions. Liaise with contractors for building maintenance. ● To update equipment and building operation manuals. ● To undertake or organise the welcoming, guidance and security processes in relation to building facility users, hirers and event organisers. ● To assist the OOTB Building Manager in the assessment and prioritising of building fabric and infrastructure repair and

	<p>maintenance and assist with the works.</p> <ul style="list-style-type: none"> ● To deputise for Building Manager to facilitate building event users technical requirements. ● To liaise with OOTB staff to prioritise work, establish Drill Hall programme equipment requirements and organise tasks and working hours according to priorities ● Responsible for dealing with pest control
Part 5:	Communication and organisational structure
	<p>You will report to:</p> <ul style="list-style-type: none"> ● Buildings Manager and Manager <p>You will liaise with:</p> <ul style="list-style-type: none"> ● Buildings Manager coordinating workload and all communication ● Artist Services about set-up and logistical issues at events/with hirers, and also regards reports/queries/issues raised by tenants ● Finance about big upcoming expenditures / new suppliers, and any queries raised by Finance ● IT about equipment requirements / faults ● Marketing regarding FoH technicalities ● General staff about BM works that will impact others. <p>You will manage:</p> <ul style="list-style-type: none"> ● Cleaners.

PERSON SPECIFICATION

<u>Essential experience and skills</u>	<ul style="list-style-type: none"> ● Good verbal, written and listening skills ● Good interpersonal skills, ability to liaise with tenants, contractors, and professionals. ● Good IT skills ● Good administration skills and attention to detail ● Good understanding of building maintenance ● Good understanding of Health and Safety and ability to implement according to relevant legislation ● Ability to work under appropriate supervision ● Ability to work from own initiative ● An understanding of the ethos of OOTB ● Ability to contribute to a team ● Ability to problem solve ● Ability to use computer databases and admin systems
<u>Desirable experience and skills</u>	<ul style="list-style-type: none"> ● Full Driving License ● Ability to undertake urgent minor maintenance