



FACILITIES & BUILDING SERVICES ASSISTANT

JOB PACK

wacarts.co.uk/vacancies
recruitment@wacarts.co.uk

Wac Arts



Dear Applicant,

Facilities and Building Services are an integral part of the organisation at Wac Arts, responsible for assisting the building's many diverse users. This is a central role ensuring the smooth day to day running of the building and its many events and activities. We are looking for a fantastic communicator who takes pride in their work and the environment around them. The new employee will be a team player who will work effectively across all teams to ensure the building is serviced effectively and efficiently.

For more than 45-years, Wac Arts has delivered an accessible Arts Programme engaging an estimated 30,000 children and young people. We are experts in working with those from diverse backgrounds, bringing together young participants with different abilities, genders, ethnicities, cultures, religions and lived experience to take part and learn together. Continuing to build on its success, the charity is now looking forward to an exciting future with the ambition to continue to build its affordable arts programme.

The role is offered on a full time fixed-term basis for 6 months (with potential to extend), and requires some weekend and evening work. You must be passionate about the work we do and able to connect with young creative people.

If you would like to have an informal chat about this opportunity, or have any queries, please feel free to contact us on recruitment@wacarts.co.uk.

We look forward to receiving your application.

Kind regards,

Ann Main
Director - HR & Administration



ABOUT THE ROLE

KEY RESPONSIBILITIES

The role will be a key player, working closely with the Reception Team to manage building access and maintaining the upkeep and safety of the building, equipment, facilities and operations. This is a small team so there is a need to be flexible about sharing tasks and helping colleagues where/when necessary.

Following is an overview of the role but not exhaustive.

- Carry out a programme of remedial work necessary for the upkeep of the building and facilities, including; painting, repairs, plumbing, carpentry, basic electrical work and gardening
- Format and prepare rooms ready for hire and subsequently reformat and make them ready for future events in a timely and efficient manner including the setting up of required AV equipment
- Open, close, secure and alarm the external and internal building doors appropriately
- Act as a key holder registered with the police service
- To attend the site as and when required in the event of out of hours alarm activations
- Ensure that health and safety legislation and regulations are adhered to
- Assist, and if required, take the lead in the organisation of regular fire drills, and assist with fire risk assessments as required
- Ensure that fire exits and fire routes are kept clear at all times





ABOUT THE ROLE

- Make adjustments to heating, lighting, toilet facilities as required
- Ensure that all contracted works are undertaken in a proper and responsible manner that minimises inconvenience to all other users of the building
- Ensure team members know where you are and how to contact you at all times while on duty or on call
- Assist all users of the building with reasonable enquiries and requests

GENERAL

This role requires proof of eligibility to work in the UK and an enhanced DBS clearance, which we will arrange for the successful candidate.

The job description is not exhaustive, and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager &/or senior members of staff.

Due to the nature of the role, there is a requirement to carry out some work during out of office hours. This work is to be arranged in accordance with procedures.





ABOUT THE ROLE

JOB DESCRIPTION

Job Title: Facilities & Building Services Assistant

Salary: £25,207 per annum (LLW)

Contract: Fixed-term contract for 6 months (with potential to extend), full-time hours

Hours: 35 hrs. per week including evenings and weekends

Report to: Facilities & Building Services' Manager

Location: Wac Arts, 213 Haverstock Hill, London NW3 4QP

Please note: Ideally available for an immediate start.

Please apply without delay.





ABOUT THE ROLE

PERSON SPECIFICATION

- Excellent communication skills.
- Willingness to learn new skills
- Naturally helpful, pro-active attitude, and have an ability to remain calm under pressure.
- Polite and friendly.
- Able to relate well to people of all ages, including young people and elderly.
- Ability to prioritise in a busy environment, managing time effectively to deliver tasks to deadlines.
- Flexibility to work within a growing environment, and eager to learn more as the role progresses.

GENERAL

- Ensure your DBS check is complete, valid and up to date
- Maintain relevant training standards, professional skills and knowledge of relevant legislation.
- To comply with all Wac Arts policies and procedures, including Health and Safety, Safeguarding and Equality and Diversity.
- Provide excellent customer service to all users of the building.
- Promote the values of Wac Arts, at all times.
- Any other duties which may be required and/or directed by line manager or wider management team.





HOW TO APPLY

Wac Arts are committed to the equal treatment of all current and prospective employees, starting with our application process.

We have implemented an anonymised shortlisting process. All applications must be submitted via our [online application form](#). Your application will then be anonymised for the screening stage.

You are unable to save the application as you work, so we recommend you prepare answers to the questions in advance. You can access a copy of the application questions from our [website](#).

We also accept audio recordings (MP3 file) or a video application of up to 3-4 minutes (MP4). If you would like to apply in this format, please attach your recording answering the application form questions to an Email and send it to recruitment@wacarts.co.uk

Please note: *We will be actively reviewing applications for this role as they are submitted and reserve the right to close this advert once a suitable candidate has been selected. We encourage interested individuals to submit their applications promptly.*

If you would like a version of this pack in an alternative format (e.g. large text) or have any questions, please feel free to contact us and we will do what we can to support your request.

Please call 020 7692 5800 or email recruitment@wacarts.co.uk using the subject heading "Facilities & Building Services Asssitant".





HOW TO APPLY

EQUALITY

As an equal opportunities employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.

At Wac Arts we strive to be a leader in diversity and inclusion. Reducing inequality is the cornerstone of our mission. It is vital that we understand the diversity of our own organisation accurately and at all levels.

As such, we would like to ask you to complete the optional form [here](#).

DBS STATUS

The successful applicant will be required to undertake a Disclosure and Barring Service (DBS) Enhanced Disclosure and appointment to this post is subject to Wac Arts being in receipt of a satisfactory DBS Disclosure, under section 115 of the Police Act 1997. We will arrange this for the successful candidate.





ABOUT WAC ARTS

MISSION

Nurture children and young people's creativity through the arts.

VISION

- An organisation that is nationally recognised for its expertise in providing accessible arts provision, and for playing a significant role in the creative journey of children and young people.
- An organisation for, by and with communities to engage, enhance and elevate youth arts.

PURPOSE

To provide access to arts for children and young people, particularly those who are experiencing barriers to participation.

GOALS 2024-2027

- Continue to provide an affordable arts programme for children and young people, irrespective of their background or abilities.
- Further develop the young company offering in place as part of the arts programme.
- Continue to provide Continuing Professional Development opportunities for teachers, young artist practitioners and those who engage with children and young people in the arts.
- As custodians, manage the upkeep of the Old Town Hall building as a community asset.
- Continually develop an organisational culture that promotes the charity's values and principles of inclusion, collaboration, and staff development.
- Be a financially resilient and sustainable organisation.