



# **BUILDING SERVICES COORDINATOR**

**JOB PACK**

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





Dear Applicant,

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.

They will be a key player, working closely with the Housekeeping Department and Reception Team to manage building access and maintaining the upkeep and safety of the building, equipment, facilities and operations.

For 47+ years, Wac Arts has provided a high-quality, affordable mixed Arts Programme for children & young people in and around Camden, enriching creativity from age 4, and playing a vital role in their artistic journey's. For 30+ years, we have also provided a dedicated activity for those with SEND. 1,100 children and young people participated in our programme last year alone. Our impact is rooted in strong relationships with participants and families. .

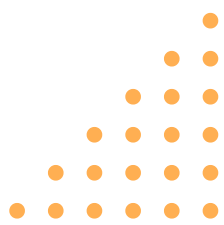
The role is initially offered on a full-time permanent basis and may require some weekend and evening work.

We would particularly keen to hear from candidates who are women, and from those who are currently under represented in the cultural sector, and could provide the team the diversity in thoughts, lived experiences and skillsets that match the diverse community Wac Arts serves across London.

This pack contains further information about Wac Arts and the role. 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](mailto:recruitment@wacarts.co.uk). I look forward to receiving your application.

Kind regards,

Bhuvan A Sharma  
CEO





## ABOUT THE ROLE

### KEY RESPONSIBILITIES

The following is an overview of the role. It is not an exhaustive list.

#### Duties and Responsibilities

- Support the Building Services Manager in daily operations by acting as deputy when required, helping oversee service delivery and maintaining smooth operational performance.
- Oversee and coordinate the Housekeeping department, including internal staff and external agencies and contractors, overseeing rota management, ensuring compliance, and providing active on-site supervision.
- 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, if required.
- 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, providing administrative support for compliance activities, including risk assessments and COSHH record management.
- Assist and 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.
- Make adjustments to heating, lighting, toilet facilities as required.





## ABOUT THE ROLE

### KEY RESPONSIBILITIES

- 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

- Ensure your DBS check is complete, valid and up to date.
- Maintain relevant training standards, professional skills and knowledge of relevant legislation.
- Working towards obtaining Personal Licence Holder (PLH) status to support the Building Services Manager.
- 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.





## ABOUT THE ROLE

### JOB DESCRIPTION

<b>Job Title:</b>	Building Services Coordinator
<b>Salary:</b>	£28,500 per annum
<b>Contract:</b>	Full-time
<b>Hours:</b>	35 hour per week contract inc. evenings and weekends
<b>Report to:</b>	Building Services Manager
<b>Location:</b>	Wac Arts (Camden)





## ABOUT THE ROLE

### PERSON SPECIFICATION

Candidates must have a clear understanding of and commitment to the aims of the Charity. Candidates will ideally possess and be able to demonstrate all or most of the following:

#### DEMONSTRABLE KNOWLEDGE AND EXPERIENCE

- Excellent communication and IT 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

The role requires an enhanced DBS clearance which we will arrange for the successful candidate.





## 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 prefer to apply using one of these formats, please contact us at [recruitment@wacarts.co.uk](mailto:recruitment@wacarts.co.uk) for assistance.

Application deadline: End of day **Monday, 22nd June 2026**

**Please Note - Interviews:** *We will evaluate applications as they come in, and interview candidates on a rolling basis. We may offer the role prior to the closing date, reserving the right to close this advertisement early. 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), 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](mailto:recruitment@wacarts.co.uk) using the subject heading "Building Services Coordinator"





## 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 – 2024-27

- 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.