

## JOB DESCRIPTION

<b>Job Title</b>	Facilities Consultant
<b>Accountable to</b>	WHALE Arts Director
<b>Location</b>	WHALE Arts Centre
<b>Hours of Work</b>	14 hours per week, worked flexibly to meet the requirements of the post.
<b>Contract Type</b>	Freelance: Fixed Term for 13 weeks.
<b>Contract Value</b>	£2700 for 13 week contract.

### Summary of Post

WHALE Arts is seeking an experienced facilities maintenance professional to provide intensive support over a 3 month period. WHALE Arts is entering an exciting phase in its development and we wish to ensure that our, purpose built, creative community asset is maintained and developed to meet current and future requirements.

The Facilities Consultant will be integral to this process. They will be responsible for delivering the following key pieces of work:

- A review of current facilities management procedures.
- Updating and documenting new facilities management procedures.
- Ensuring appropriate Safety, Health and Environmental standards are achieved.
- Planning and implementing larger building maintenance work with appropriate contractors.
- Carrying out basic maintenance tasks including painting, joinery, changing lightbulbs, and cleaning at height.

### Other Duties

- To be a key holder, regularly opening and securing the building – including out of office hours on occasion.
- To comply with relevant WHALE Arts Agency policies.

*Job descriptions cannot be exhaustive and the post-holder may, from time-to-time, be required to undertake other duties, which are broadly in line with the above key responsibilities.*

## PERSON SPECIFICATION

### Essential Skills

- Experience of facilities management processes
- Knowledge and understanding of Health and Safety legislation in community spaces.
- Experience of dealing with trades/contractors.
- Ability to work in a team and also self-motivate without supervision.
- Practical experience of carrying out maintenance tasks including painting, woodwork, working at height, changing lightbulbs
- Excellent timekeeping.
- Competent with Microsoft Office programmes especially Word and Excel, and e-mail.
- Strong communication and people skills.

### Desirable Skills

- Electrical and Plumbing knowledge advantageous
- Experience of working in a community organisation.

## APPLICATION PROCESS

Interested parties should apply in writing or by email, enclosing/attaching;

- An up to date CV detailing relevant education and employment experience.
- A covering letter demonstrating how your skills meet the requirements of the role and person specification.
- Details of two referees, including at least one previous employer.

Applications should arrive at WHALE Arts Agency **no later than 12:00 (midday) on Wednesday 10<sup>th</sup> January 2018.**

Contact Details:

Allan Farmer, Director.

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## **About WHALE Arts**

Since being set up by local people in 1992 WHALE Arts has firmly established itself as the cultural anchor organisation for Wester Hailes. As a community-led arts charity and social enterprise, WHALE Arts' mission is to be the creative heart of a vibrant, thriving community.

WHALE acts as a conduit between our community and creative opportunities through the direct delivery of projects, programmes and events and by connecting our community with city and national cultural partners.

We are based in the purpose built WHALE Arts Centre – 'The WHALE' – a unique community asset that provides a range of high quality creative spaces for our community. 'The WHALE' operates as a social enterprise allowing us to generate income that supports our charitable work. Our social enterprises include the WHALE Pod creative business incubator, craft markets, office, training and conference facilities.