

AGILE CITY

Job opportunity: Building Manager - Civic House & Glue Factory

Overview:

Agile City is a community interest company that creates space for work, events and learning.

We aim to:

- Provide affordable and supportive spaces for people working across creative disciplines
- Promote dialogue about social and cultural approaches to city development through projects and events
- Actively engage with the development of our local area in Speirs Locks, north Glasgow
- Explore sustainable approaches to repurposing industrial buildings and vacant sites

We operate across two buildings, [Civic House](#) and [Glue Factory](#), and generate revenue via the rental of space - workspace (studios & co-working), events and hires. This income supports the delivery of our social aims through projects and public events.

Over the last two years Agile City CIC has confirmed funds to deliver an ambitious programme of capital works for the development of Civic House and Glue Factory. We are a small and focused team with extensive experience of working with post-industrial buildings and we are looking for a highly motivated person to join us and realise the potential of these projects.

The building manager will be responsible for managing and developing the workspace and studio provision between Civic House and Glue Factory. They will have oversight of the day-to-day operations and maintenance of the buildings; while actively contributing to the ongoing design and development of the spaces.

We are seeking a motivated and practically minded building manager with a keen interest in how supportive spaces can have a positive impact on people and communities.

Key personal qualities:

- Personable and approachable - someone who enjoys working with people and organisations across sectors to grow opportunities for connection and collaboration
- Passion for construction and design - a keen interest in how buildings are made, holistic design and the value of repurposing buildings for creative use
- Practical and strategic - has a passion for learning through doing and enjoys a balance of planning, management and practical delivery
- Proactive and self-motivated – we seek someone who can drive the projects forward with vision and confidence. As a member of a small team it is essential to take a calm, focused and professional approach to a busy working environment
- Entrepreneurial – we aim to grow a sustainable social enterprise and constantly strive for ways of improving our operations and seek opportunities for business development

Contract details:

- Contract type - 4 days per week, permanent contract
- Probationary period - 3 months
- Annual leave - 28 days (pro rata), 5 days public holidays, 4 well-being days
- Pension - auto enrolment onto Nest pension scheme at 3%
- Salary - £20 - 23K (pro rata) - depending on experience
- Place of work - office at Civic House, with regular presence at Glue Factory
- Working pattern - most work will be delivered 4 days a week Monday - Thursday, 9.30 - 17.30. However, due to the nature of events / hires and building management there is a requirement for flexibility and some work out of hours in the evenings and/or weekends.

The role:

This role focuses on three aspects of work - people, buildings, finance

People

- Our audience and the communities who use our buildings are central to our organisation. The building manager will aim to nurture engaged communities across both venues and establish a welcoming and inclusive environment.
- Be the main point of contact for all tenants, studio holders, members and partners of Civic House & Glue Factory
- Work closely with Programme Coordinator to facilitate a public programme of activity that connects with existing and future audiences

- Activate, promote and champion both venues through a variety of partnerships and provision of space for work, events and learning.

Building

- Development
 - Support with the design and phasing of a development plan for the wider capital works of the building - assist with brief development, review of plans, site meetings, budget and priority analysis.
 - Maintain a thorough action plan for both buildings that supports an ongoing programme of capital works
 - Have oversight of a project management system for various strands of work that will be actioned and delivered. Commission these works, make sure they are delivered on budget and to quality standards
- Workspace MGMT:
 - Facilitate all workspace and studio enquiries, tours, viewings and lease negotiations
 - Enable a collaborative environment through facilitating Interactions and connections between members and studio holders - knowing members and spotting opportunities
 - Maintain proactive oversight of the buildings - acting as the eyes and ears for all members and catching the details before issues arise and dealing with problems if they do
- Management & maintenance
 - Ensure both venues are delivered to a high standard, compliant and well maintained.
 - Compliance - H&S, Fire, security - ensure all building MGMT plans are in place and regular checks are conducted with accurate recording
 - Work with relevant suppliers, contractors and freelance staff to ensure the well maintained and efficient operational delivery of both venues

Finance

- Although we operate between two buildings, these are managed under one system to enhance efficiency and reduce operating costs.
- Our ambition is to provide affordable workspace to it is essential we constantly strive to reduce our overheads, while seeking new opportunities for additional revenue streams.
- The building Manager will work with the Director and Book-keeper to maintain an oversight of the operating budgets to ensure both venues operate as financially efficiently as possible
- Work towards targets for workspace / studios income

Responsible for:

- Building management freelance staff
- Tech support
- Cleaning staff
- External contractors - builders, service providers, trades people

Responsible to:

- Line manager: Director (with support from board)
- Team: Programme Co-ordinator, Book-keeper
- Audience: studio holders, members, project partners

Skills and attributes:

- Project management experience - ability to prioritise workload to deliver projects while ensuring daily, weekly, monthly activities are managed effectively
- Highly organised - we are a small organisation that works across a variety of projects and we seek someone who finds professional satisfaction in being well-organised
- Experience of implementing and managing health and safety policies and procedures
- Experience of working in a mixed used creative building
- Experience in managing external contractors and trades people
- Ability to be a good team leader and to manage freelance staff and contractors
- Experience of managing tenant leases and / or membership agreements
- Personable with a teamplayer mindset - keen to get involved with projects and respond positively to flexible nature of working in a small team / company
- Excellent communication skills in spoken and written English
- IT skills in word processing, spreadsheets, email, task management systems
- System focused - working across multiple buildings and projects we require clear and robust systems that will allow us to effectively scale our activities over time.

How to apply

- Any questions - hello@agile-city.com
- Complete application form - [via link here](#)
- Send a CV - hello@agile-city.com
- Deadline - 10am, 28th October 2019
- Applicants will be informed - Thursday 31st October 2019
- Interviews - 5th & 6th November