

Facilities and Maintenance Technician

Job Information

Job title: Facilities & Maintenance Technician

Salary: £19,000 - £22,000 FTE

Based at: Due to COVID-19 all our staff are currently working remotely, however the normal place of work will be The Factory, 319 Craigpark Drive, Glasgow

Travel: You will be expected to regularly visit Impact Arts' other venues in Edinburgh, Renfrewshire and Ayrshire

Reporting to: Facilities and Infrastructure Manager

Duration of contract: Initial one year contract

Working Hours: 22.5 hours per week over 3 days, days TBC, between the hours of 8am – 6pm

Qualifications & Experience:

Educated to at least Standard Grade

HNC level qualification in appropriate subject desirable

2 years experience working in building maintenance or equivalent

Experience of Health and Safety requirements

DIY and painting/ decorating skills

Desirable

Certificate in First Aid, Health and Safety or Manual Handling

PAT Testing qualification

Basic electrical/ plumbing skills

Other Essentials: Subject to Disclosure Scotland check

Closing date: Thursday 29th October 2020 at 5pm

Interviews: Wednesday 4th November 2020

Expected Start Date: ASAP

In all our work, Impact Arts aims to tackle the inequalities that exist in Scotland and to ensure everyone has equal opportunity. We encourage all applications for this post, particularly from those who are currently under-represented in the creative and arts sectors. Impact Arts welcomes all people no matter their age, race, gender, sex, sexual orientation, religion or belief, class, cultural background, disability, marital status, pregnancy or maternity status.

We want to make sure that process barriers do not get in the way of applicants, so if you have any accessibility needs in regards to any parts of this process (or want to discuss alternative ways to show your skills and relevant experience), please get in touch.

Company Values

As a team of people we share the following values:

Our values

CREATIVITY

We always place creativity at the centre of all that we do.

INTEGRITY

We are always honest and truthful and act with transparency.

EQUALITY

We value people's right to be different and ensure everyone has equal opportunity.

KINDNESS

We always treat everyone with care and respect.

AMBITION

We are always ambitious in what we want to achieve for our partners, participants and colleagues.

What We Do

Established in 1994, Impact Arts is a national arts organisation which tackles inequalities in Scotland through creative engagement. We envisage a Scotland where everyone values and benefits from the power of creativity to transform lives.

Our strategic objectives are:

- We will transform **Children and Young People's** lives through impactful arts and creativity.

- We will grow **Communities** to become stronger and empowered through creative engagement.
- We will support **Older People** the opportunity to take part in life enriching arts and creativity.

We place innovation, enterprise and creativity alongside outstanding delivery, sound management and a strong ethos of partnership to tackle society’s big issues. Our talented in-house and freelance artists across Scotland and beyond ensure that our artistic programmes, exhibitions, performances and events are of the highest quality. We exist to inspire creativity in people and regenerate our communities through a deep and rewarding relationship with the arts.

We have over 50 staff and 100 freelance artists working on services across Central Scotland with our Head Office in Glasgow. We work with multiple partners and funders all with a strong ethos #artchangeslives. We are supported on an annual basis by over 40 funders including Cashback for Communities, Skills Development Scotland, National Lottery Community Fund, Corra Foundation, Scottish Government and a range of foundations and trusts.

Our Impact





Background

Impact Arts owns two premises, The Factory in Dennistoun, Glasgow and Bank Street in Irvine, North Ayrshire. Both combine a mix of office space alongside a range of workshops where we deliver our projects. In addition, we lease a property at St Margaret's House in Edinburgh and a workshop in Paisley, Renfrewshire. From time to time we take on additional leases to deliver short term projects. As an arts organisation, our team of artists and creatives work with a huge array of art materials and equipment and currently during lockdown we are delivering hundreds of art packs to participants. The Facilities & Maintenance Technician is a crucial role to ensure our properties are well maintained and looked after and that space is optimised for the benefit of all our employees and participants. This may range from painting a studio to hanging a blind to setting up a new workshop space in a rented venue to liaising with other tradespeople.

As a charity we are accountable to each and every one of our funders and it is therefore important that we look after our assets and equipment. This role will take a lead in ensuring these assets are appropriately cared for so that many people can gain the maximum benefit from these resources.

Purpose

To ensure that Impact Arts premises are maintained in an effective and timely manner.

To ensure that all Impact Arts' assets are maintained and stored safely.

To support with delivery of equipment and materials across all our sites and to participants where delivery is conducted remotely.

To support creative project activity regarding material supplies, exhibition and event preparation.

To uphold health & safety processes & procedures across all our premises.

Main Responsibilities:

Building Maintenance:

- Ensuring day to day maintenance of our premises is carried out including routine inspections and keeping a weekly Buildings Maintenance log to identify needs for repairs or renovations.
- Undertaking day to day maintenance, cleaning and repair jobs at our premises e.g. painting, DIY, repairs and basic gardening maintenance
- Ensuring all premises are kept in an orderly, clean and tidy fashion
- Responsible for reactive and proactive premises upkeep, including operational issues with utilities, gas, electrical supply, waste disposal, recycling and external cleaning across all sites
- Co-ordinate the organising of quotes and overseeing and supporting external contractors while on site
- Arrange for regular maintenance of equipment and internal systems (e.g. heating system, alarms, fire extinguishers)
- Supporting Impact Arts with all office and workshop moves and relocations. Setting up new delivery venues as appropriate
- Responding appropriately to emergencies or urgent issues as they arise

Project delivery:

- Responsible for equipment and materials pick-ups and deliveries to projects. This includes ordering materials, carrying out stock checks for materials and equipment and ensuring our asset tracker on Salesforce is kept up to date.
- Deliveries of 'Art Packs' to participants and projects, equipment and IT equipment to staff and venues.
- Supporting the delivery team in setting up venues and installing exhibitions and showcase events
- Overseeing the return of project resources to ensure they are managed and stored in an effective manner

Vehicles:

- Carrying out a weekly Van and Vehicles maintenance log and overseeing the fleet maintenance schedule including repairs
- Co-ordinating the van booking diary

Health & Safety:

- Ensuring compliance with health and safety regulations
- Supporting staff with risk assessments
- Ensuring that all work is carried out in compliance with existing Health and Safety policies and safe working practices
- Undertaking PAT testing on all electrical equipment
- Undertaking any other health and safety checks (e.g. fire alarm, fire evacuation procedures) as required

Assets:

- Using Impact Arts' digital and customer relationship management systems and databases to effectively manage our assets
- Ensuring all materials and equipment storage is kept in an orderly manner

Organisational:

- To carry out any other duties appropriate to the post in line with Impact Arts needs
- To represent Impact Arts at events
- To support and promote Impact Arts' Values
- To participate in training, meetings and events as required

Qualifications and Experience

Educated to at least Standard Grade

HNC level qualification in appropriate subject desirable



2 years experience working in building maintenance or equivalent

Experience of Health and Safety requirements

DIY and painting/ decorating skills

Desirable

Certificate in First Aid, Health and Safety or Manual Handling

PAT Testing qualification

Basic electrical/ plumbing skills

Technical Skills and Knowledge

Full Drivers Licence (essential)

Working knowledge of tools, common appliances and devices

Ability to meet deadlines

Excellent communication skills

Competent IT skills including word, excel and email

Excellent manual dexterity and problem solving skills

Personal Skills and Qualities

Excellent customer service skills

Empathy and understanding of Impact Arts' client group

Energy and commitment

Ability to plan ahead and manage priorities

Approachable and able to develop good working relationships with staff at all levels

Resilient when faced with a high workload and meet deadlines

Ability to act on own initiative, problem solving as required

Reliable and self motivated

Good attendance & timekeeping

Disclosure Check - Successful candidates will be required to undergo a Basic Disclosure check



To apply:

Please visit www.impactarts.co.uk to download an application form.

All completed applications should be sent to jobs@impactarts.co.uk by Thursday 29th October 2020 at 5pm.