

Building Facilities and Lettings Manager (Part-Time), Maryhill Burgh Halls, Glasgow

Maryhill Burgh Halls

Maryhill Burgh Halls is an historic landmark building in North Glasgow. The listed 19th century façade wraps round a modern interior following the building's comprehensive restoration and reconstruction completed in 2012. The Halls are owned and operated by Maryhill Burgh Halls Trust, a registered charity. The Trust operates the building for two principal functions:

- Event space - for heritage & art exhibitions, community activities and events as well as for private event hire.
- Business centre with business tenancies (providing the finances to support the overall operation)

The accommodation includes:

- Historic Burgh Hall (210sqm)
- Garden Room with serveries and kitchen (150sqm)
- Business Space – (1,400sqm – divided into 12 discrete business units)
- Music studios (150sqm)
- Day Nursery (250sqm)
- Meeting room (15sqm)

The building has both original structural elements including timber sash windows and sandstone ashlar exterior and modern LTHW systems (with mixed, trench, radiator and underfloor distribution) and AHU roof plant. The roof is a combination of slate and flat sheeted construction.

Job Summary

The key role of the Building Facilities and Lettings Manager is to look after the building and the occupational needs of the tenants and of the Trust. This includes acting as landlord to the business centre and as managed space provider to Trust's hire, heritage and community use of the event space.

The Building Facilities and Lettings Manager will report in the first instance to the Trust's Buildings and Lettings Committee and will be primarily responsible for the facilities and commercial lettings business and will work closely with the Trust staff managing the event and heritage activities. Trust staff will provide financial (including purchasing, invoicing and bookkeeping) and administrative support to the Building Facilities and Lettings Manager. A standard form of occupational licence is in use (with a structured service charge regime) and legal and property marketing services are available from agents.

Key Tasks

Building:

- Oversee responsive, planned, and cyclical repairs, maintenance, and minor refurbishments to the structure, M&E and all other elements of the building fabric,

- Build a network of skilled trades to handle routine, planned, and emergency maintenance needs
- Be hands-on when necessary to troubleshoot and resolve key maintenance issues.
- Achieve best value, quality standards, and budget goals.
- Oversee statutory compliance and ensure health & safety protocols are being followed.
- Undertake risk assessments and manage risks associated with the building facilities and use.
- Improve and manage energy efficiency.
- Manage and operate the BMS.
- Manage building services including waste management, utilities, security and cleaning etc. including:
 - Oversight of retained M&E management contractor
 - Management of caretaking staff.
- Preparation of budgets for maintenance management

Tenants:

- Manage lettings, re-lettings, reviews etc relating to the leases and licences of the business centre.
- Manage dilapidations agreements and related works
- Production, management, and reconciliation of service charge budgets.
- Act as first point of contact with tenants for all property related matters.

Other

- Support the Halls Team with any property related requirements to support events/bookings/exhibitions.
- Advise the Trustees on all strategic and operational property matters.

Person Specification

You will be from a property / building management background. Ideally, your experience will be backed up with an industry recognised qualification. You may have professional qualifications such as RICS or be certificated IOSH, NEBOSH or IWFM or similar.

You will be up to date with building legislation and statutory compliance.

You will have a good understanding of commercial tenancies and be capable of acquiring an expertise in their management.

It is essential that you are highly numerate and IT literate with the capability to develop operational and service charge budgets.

You will have excellent communication skills, written and verbal, and the ability to negotiate with others.

You will be used to working both, on your own initiative and as part of a team.

You will have the ability to balance a diverse workload, prioritise tasks, plan effectively and meet deadlines.

The job will involve accessing the building plant and roof structures etc and will require a reasonable level of personal fitness and health.

Package

The post offered is part-time. It is expected that the Building Facilities and Lettings Manager role will be performed on the basis of a 3-day week.

A salary of circa £25,000 (full time equivalent circa £41,666) is proposed for the 3-day per week contract.

The package includes an employer pension contribution of 6%

Applications

Please submit a curriculum vitae outlining your relevant skills, experience and qualifications together with a covering letter setting out why you are interested in the role to