

## Maintenance Assistant/Caretaker

Location: Trinity Centre & Jacobs Wells Baths, Bristol

Salary: £26,000 £30,000 per annum (depending on experience)

Hours: FT or PT (minimum 20 hours per week)

Contract Type: PAYE

## Introduction

Trinity Community Arts is seeking a Facilities Assistant/Caretaker to support the maintenance and operational needs of the Trinity Centre and Jacobs Wells Baths. This role provides an opportunity to work across two iconic heritage sites in Bristol, contributing to their upkeep and restoration.

## Role

Working with the Heritage Facilities Manager, the Maintenance Assistant/Caretaker will assist in the care and maintenance of both the Trinity Centre and Jacobs Wells Baths, providing hands-on support for day-to-day maintenance, repairs and minor project coordination. The role will help to respond to daily operational needs and supporting ongoing and day-to-day repairs, maintenance and upkeep. This role will involve a mix of practical, hands-on tasks, as well as coordination with contractors and site staff. The successful candidate will need to be adaptable and responsive to the unique challenges presented by heritage buildings and community use settings.

## Responsibilities

- *Facilities Maintenance:* Performing basic repairs and maintenance tasks as required, including basic plumbing, painting, plastering, carpentry, and other minor repairs. Assisting the Heritage Facilities Manager in the sourcing, booking and supervising of contractors for major repairs as required.
- *Gardening:* Assisting the garden team to perform general gardening duties and monitoring general site tidiness and safety from hazards.
- *Contractor Support:* Assist in supervising contractors on site e.g. cleaners, ensuring they are working to agreed schedules and standards.
- *Site Safety:* Support health and safety measures across both sites, conducting (or overseeing) regular checks (e.g. of fire and first aid systems) to ensure compliance with safety regulations.
- *Housekeeping:* Helping to uphold the company's safety policies to create a safe and cleanly environment for all centre users.
- *Heritage Building Care:* Assist with the ongoing care of both the Trinity Centre and Jacobs Wells Baths, working in line with best practices for heritage conservation.
- *Support Capital Projects:* Assist the Heritage Facilities Manager in coordinating larger projects, particularly the restoration at Jacobs Wells Baths.
- *Record Keeping:* Maintain accurate records of all maintenance jobs using our compliance system (I Am Compliant).



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- **Equipment Maintenance:** Ensure that all maintenance equipment is in good working order and regularly serviced.
- **Replenishment:** Monitoring cleaning materials, tools, first aid supplies and furniture and reordering as required
- **Keyholder duties:** Acting as a named keyholder and overseeing other keyholder access and relevant controls including keyholder agreements.
- **Team & Training:** attending relevant team meetings, adhering to and upholding Trinity's policies and values and taking part in required training and professional development.

### Skills & Experience

- Experience in facilities caretaking or a maintenance role, ideally within a heritage and/or community/schools setting
- Practical skills in building maintenance, repairs and site upkeep including grounds maintenance
- Desirable: proficiency in one or more trades (e.g., plumbing, carpentry, plastering, etc.)
- Good communication skills
- Problem-solving skills for addressing safety and maintenance concerns and repairs arising
- Basic IT skills with the use of Word, Excel and comfortable using online compliance systems (e.g. I Am Compliant)
- Willingness to learn and develop expertise in heritage conservation and building management
- Experience in setting up events or the willingness to learn
- Can follow basic instructions and some more complex in nature
- Able to supervise contractors and staff e.g. cleaners
- Able to create and manage rotas

### Qualifications

Candidates with relevant trade qualifications will be offered a market supplement of £1,000-£3,000 at the point of job offer dependent on levels/accreditations held. This will be payable after successful completion of the probation period. The supplement is contingent upon a minimum service commitment of 2 years, with repayment required if the employee leaves before fulfilling the agreed commitment. The supplement for successful candidates who hold be considered for one or more of the following:

- NVQ Level 2 or 3 in a trade skill or property maintenance
- Level 2 Health and Safety in the Workplace or Level 3 Diploma in Construction and the Built Environment
- IOSH Managing Safety Certificate

### Knowledge & Attitude

- Approachable, courteous, polite and willing to go the extra mile
- Knowledge of health and safety regulations relevant to the setting
- Understanding of safeguarding practices
- Knowledge of Equality and Diversity inclusiveness
- A commitment to the values and objectives of Trinity Community Arts, which include:
  - Empowering our communities through kindness, care, inclusion and an enabling approach
  - Responding to stakeholders needs and feedback with a *do, review, improve* mindset
  - Amplifying the voices of our communities, preserving and celebrating our shared heritage and culture



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- Willing to undergo any training deemed necessary to the role

### Benefits

- Opportunity to gain hands-on experience working with heritage buildings
- Mentorship and training from an experienced Heritage Facilities Manager
- Flexible working hours and supportive work environment
- Involvement in a large-scale restoration project at Jacobs Wells Baths.

### How to Apply

Trinity is an Equal Opportunities employer and actively encourages applications from all backgrounds and communities. We recommend reading the job description and person specification thoroughly, describing exactly how you meet the requirements as this is the basis on which candidates will be shortlisted for interview.

We will make reasonable adjustments to the recruitment process if you have specific access requirements, or if you need something different or additional as part of this recruitment process. Please get in touch on [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) / 0117 935 1200.

Please do let us know if this applies to you, or if you need this document in a different format.

To apply please click here to complete an [application form](#) and email to: [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) with the Job Title in the subject. Please also fill in an anonymous online [equal opportunities](#).

**Recruitment day: Wednesday 9<sup>th</sup> October, 9am-12:30pm – Click here to register your interest.** All eligible candidates attending this session will be guaranteed an interview.

**Application Deadline: Monday 21<sup>st</sup> October, 9:30am**

**Interviews: week commencing 28<sup>th</sup> October**



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## About us

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### Trinity Centre

A vibrant and much-loved community arts venue located in the heart of Old Market, used by over 64,000 people annually. A Grade II\* Listed former church, the centre plays a key role in the city's cultural scene, hosting a diverse range of events, from live music and performances to workshops and community activities. With a focus on inclusivity and creativity, Trinity supports local artists, community groups, and social change initiatives. The building's unique architecture and rich heritage are complemented by its modern, multi-purpose facilities, making it a dynamic space for cultural expression and community engagement.

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### Jacobs Wells Baths

An iconic Grade II Listed building in Hotwells, originally opened in the 1880s as a public swimming bath and used as Bristol's only dedicated dance centre for over thirty years until its closure in 2018. The Building is currently closed to the public and is undergoing significant restoration to preserve its historic character while creating a space for future community and cultural use. This ambitious capital works programme aims to restore the Baths' original features while incorporating modern infrastructure to meet contemporary needs. Once restored, Jacobs Wells Baths will reopen as a vibrant hub for local residents, artists, and cultural activities, maintaining its important place in Bristol's architectural and social history.

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### Trinity Community Arts Ltd

A Bristol-based charity that works to empower and connect communities through arts and culture. Operating from the historic Trinity Centre, the organisation is dedicated to providing accessible spaces for creative expression, learning and social inclusion. Trinity supports a diverse range of activities, from live music and performances to workshops, community projects, educational and outreach programmes, with a focus on engaging groups underrepresented in traditional arts and cultural settings. With a commitment to social justice, Trinity works to amplify the voices of marginalised communities and foster a sense of belonging, using arts and culture as a tool for positive social change, enabling people to take action about the things that matter to them.



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## Trinity Recruitment Policy

### Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class, A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

### Flexible working

This post is being advertised as a full-time role, 37.5 hours, 9am-5pm Monday to Friday. However, Trinity has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy.

This includes remote working, varying days/times, part-time hours and/or job-share for the right candidate/s.

### Safeguarding

A relevant check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

### Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

### Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we are able to remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the Application Form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

### Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely. We are committed to providing detailed feedback to candidates unsuccessful at the interview stage. Please contact [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) / 0117 935 1200 for further information about this post or our Recruitment Policy.



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